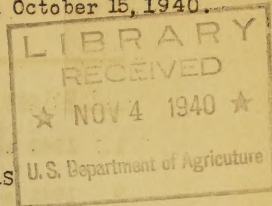


Issued October 15, 1940.



DETERMINATION OF 1941 FARM COTTON ACREAGE  
ALLOTMENTS, NORMAL YIELDS, AND MARKETING QUOTAS

I

Section 1. Eligible farms. - A cotton acreage allotment, normal yield per acre, and marketing quota will be determined for each farm on which cotton was planted during any of the years 1938, 1939, and 1940 and also for each farm on which cotton will be planted in 1941 for the first time since 1937 and for which an application for an acreage allotment is made within the time limit prescribed herein in Section 2(D).

Sec. 2. County office instructions. Acreage data to be listed on form Cotton-510, "1941 Farm Cotton Acreage Allotments, Yields, and Marketing Quotas," (hereinafter referred to as form Cotton-510), will be obtained from form ECR-313, "Farm Cotton Data Sheet," (hereinafter referred to as form ECR-313). Entries of acreage and yield data on form ECR-313 will be made in accordance with instructions contained in ECR-ADM-579.

Data for farms will be tabulated on form Cotton-510 in three separate groups as follows: (1) group 1-A, which will include data for each farm on which the highest planted and diverted cotton acreage in any of the years 1938, 1939, and 1940 was 5.0 acres or more; (2) group 1-B, which will include data for each farm on which the highest planted and diverted cotton acreage in any of the years 1938, 1939, and 1940, was less than 5.0 acres; and (3) group 1-C, which will include data for each farm on which cotton will be planted in 1941 for the first time since 1937. (Farms which were classified in group 1-C for 1940 and on which cotton was planted in 1940 will be included on form Cotton-510 in the applicable group 1-A or 1-B for 1941. Farms which were classified in group 1-A or 1-B for 1940, but on which cotton has not been planted since 1937, will be included in group 1-C for 1941 if cotton will be planted thereon in 1941.)

The tabulations shall be prepared on form Cotton-510 as follows:

A. TABULATION OF DATA FOR FARMS IN GROUP 1-B

Data for group 1-B farms will be tabulated on form Cotton-510 before the data for groups 1-A and 1-C farms are tabulated. Enter in the spaces provided on each sheet of form Cotton-510 the page number, the name of the county 1/ and State, and the group symbol (1-B). Columns 1, 2, 3, 11, 12, 13, and 21 will be filled out in accordance with the following instructions:

1/ The word "county" as used in this Part I means county or administrative area, as the case may be.

Column number and heading	Source of information
1. 1940 serial number	Form ECR-313
2. 1941 serial number	If renumbered for 1941, enter from form ECR-313 after form ECR-313 has been renumbered
3. Name of operator	Form ECR-313
11. Tilled acreage	Form ECR-313, Col. (H)
12. Tilled acreage adjusted	Form ECR-313, Col. (L)
13. Highest cotton acreage (actual plus diverted)	Largest of entries in Col. (G), form ECR-313, for years 1938, 1939, and 1940.
21. One-half 1937 planted plus diverted acreage	Form ECR-313, one-half of entry in Col. (G) for year 1937

All other columns will be left blank on the tabulation for farms in group 1-B. The acreages entered in column 13 should be checked to make certain that each is less than 5.0 acres, after which columns 12 and 13 should be summarized and the totals entered in (items 10 and 2), respectively, of the county cotton factor sheet. Column 21 should be summarized, the total for each page entered on the "Total" line and the total of the page totals entered on the last page in column 21. The number of farms tabulated should be counted and the total for each page entered on the "Total" line in column 1, and the total for the county entered on the last page in the "Total" line in column 1 of form Cotton-510.

#### B. TABULATION OF DATA FOR FARMS IN GROUP 1-A

After data for farms in group 1-B have been tabulated, data for group 1-A farms will be tabulated. Enter in the spaces provided on each form Cotton-510 of the group 1-A tabulation the page number, the name of the county and State, and the group symbol (1-A). The total 1941 county acreage allotment (less the amount withheld by the State Committee for handling omissions and corrections, such amount not to exceed 1% of the 1941 county acreage allotment) will be furnished the county office by the State office and will be entered by the county office in (item 1) of the county cotton factor sheet. Enter in (item 3) of the county cotton factor sheet the acreage determined by deducting (item 2) from (item 1); if (item 2) exactly equals or exceeds (item 1), enter zero in (item 3).



Data for farms in group 1-A will be tabulated on form Cotton-510 in accordance with the following instructions:

Column number and heading	Source of information
1. 1940 serial number	Form ECR-313
2. 1941 serial number	If renumbered for 1941, enter from form ECR-313 after form ECR-313 has been renumbered
3. Name of operator	Form ECR-313
11. Tilled acreage	Form ECR-313, Col. (H)
12. Tilled acreage adjusted	Form ECR-313, Col. (L)
13. Highest cotton acreage (actual plus diverted)	Largest of entries in Col. (G) of form ECR-313 for the years 1938, 1939, and 1940.
21. One-half 1937 planted plus diverted acreage	Form ECR-313, one-half the entry in Col. (G) for the year 1937

The number of 1-A farms tabulated should be counted, and the total thereof for each page entered on the "Total" line in column 1, and the total for the county entered in the space provided in (item 4) of the county cotton factor sheet.

#### C. DETERMINATION OF RESERVE FOR 5-TO 15-ACRE ALLOTMENT FARMS

The Agricultural Adjustment Act of 1938, as amended, provides that not more than 3 percent of the county allotment (after certain deductions) shall be allotted to group 1-A farms which otherwise would receive allotments of less than 15 acres. To determine the maximum reserve for such farms, enter in (item 4) of the county cotton factor sheet the result obtained by multiplying the number of group 1-A farms by 5. Enter in (item 5) the result obtained by subtracting (item 4) from (item 3). Enter in (item 6) the maximum county reserve for 5- to 15-acre farms which will be obtained by multiplying item 5 by .03. Zero will be entered in (items 6 and 7) for each county for which (item 3) is zero.

In recommending in (item 7) a reserve for all 5- to 15-acre allotment farms the county committee should consider the number of these farms as well as the relationship of the actual plus diverted acres to the allotment based on tilled acres for these farms. The final reserve recommended by the county committee will be entered in (item 7) as the reserve for 5- to 15-acre farms.

When the tabulations on form Cotton-510 for farms in each of the groups 1-A and 1-B have been completed they should be transmitted to the State office, together with forms ECR-313 for the farms in-

cluded in the tabulations and the county cotton factor sheet. The county office should not detach the carbons or copies of form Cotton-510.

#### D. TABULATION OF DATA FOR FARMS IN GROUP 1-C

The tabulation of data on form Cotton-510 for farms in group 1-C will not necessarily begin before January 1, 1941, by which time, in the majority of cases, arrangements for farming cotton lands in 1941 will have been made. The operators of such farms must advise the county committee promptly, as soon as the intention to plant has been formed, that cotton will be planted thereon in 1941 for the first time since 1937.

The 1941 intended cotton acreage for each group 1-C farm will be entered on form ECR-313 as outlined in ECR-ADM-579.

Enter in the spaces provided on each form Cotton-510 the page number, the name of the county and State, and the group symbol 1-C. Form Cotton-510 will be filled out in accordance with the following instructions:

Column number and heading	Source of information
1. 1940 serial number	Form ECR-313
2. 1941 serial number	If renumbered for 1941, enter from form ECR-313 after form ECR-313 has been renumbered
3. Name of operator	Form ECR-313
11. Tilled acreage	Form ECR-313, Col. (H)
12. Tilled acreage adjusted	Form ECR-313, Col. (I)
13. Intended 1941 cotton acreage <sup>1/</sup>	Form ECR-313
15(b) Recommended 1941 cotton acreage allotment <sup>1/</sup>	As recommended by the <u>community</u> committee, not to be in excess of entry in column 13
16(b) Recommended 1941 cotton acreage allotment <sup>1/</sup>	As recommended by the <u>county</u> committee, not to be in excess of entry in column 13

<sup>1/</sup> Column heading on each page of the tabulation should be changed as indicated.



In recommending a cotton acreage allotment for a farm in group 1-C, community and county committees will take into consideration and give reasonable weight to each of the following: the land, labor, and equipment available for the production of cotton; crop rotation practices; the soil and other physical factors affecting the production of cotton; and the cotton acreage allotments established for those farms in groups 1-A and 1-B that are similar with respect to the above factors. The committees should determine and recommend an acreage allotment based upon a percentage of the acreage of cotton which they find the farm is capable of growing in 1941. The acreage on the farm which is suitable for growing cotton and which is being tilled, or which has been tilled in the previous year, will reflect the several factors to be taken into consideration and will indicate the capacity of the farm for cotton production. Where the 1941 operator in the previous year operated a farm in an area where several contiguous farms were purchased by a State or Federal agency to be retired from crop production, the full final factor may be used in connection with the determination of allotments if the State Committee approves its application. The County Committee will circle the 1941 serial number of each group 1-C farm for which the full factor is recommended.

The tabulation on form Cotton-510 for farms in group 1-C, together with forms ECR-313 for such farms, will be transmitted to the State office as soon as the tabulation is completed and in any event not later than February 15, 1941. If the operator of any farm advises the county committee after February 15, 1941, that cotton will be planted on his farm in 1941 for the first time since 1937, data for such farm will be listed on a supplemental 1-C tabulation but such operator will be informed that, in view of his belated notice, there is no certainty that an allotment can be made to his farm and that if any allotment is made it may be considerably less than it would be if he had given notice by February 15, 1941. No such notice will be considered if given after April 15, 1941.

#### E. DETERMINATION OF FINAL ALLOTMENTS FOR GROUP 1-C FARMS

When performance has been checked on each group 1-C farm the 1941 measured acreage of cotton will be compared with the acreage allotment for the farm, and if the measured acreage is less than the allotment the allotment will be reduced to the measured acreage. After performance in 1941 has been checked the final farm acreage allotments for group 1-C farms will be entered in column 22, form Cotton-510, after the previous entries therein have been lined through.

Sec. 3. State office procedure for determining final farm cotton acreage allotments. - When forms Cotton-510, County Cotton Factor Sheets, and forms ECR-313 are received in the State office, forms ECR-313 will be spot-checked in the State office to determine that the entries thereon have been made in accordance with the provisions of ECR-ADM-579. If necessary, any figure will be corrected by the State office by lining through the incorrect entry and entering the correct figure immediately above. If, on the basis of the spot-check, it appears necessary to check all of the forms ECR-313 for any county, such will be done.

The State office will determine that data on forms Cotton-510 have been entered correctly from forms ECR-313 and that the maximum reserve for 5- to 15-acre farms has been correctly determined. All other summarizations and computations in connection with the 1941 cotton acreage allotments (except for county office entries for the distribution of reserves and also the reapportionment of released cotton acreage if there is any acreage released for 1941) will be made in and checked by the State office.

Forms ECR-313 should be returned to the county office when they have been spot-checked or checked, as the case may be, and the entries thereon have been checked against the entries on forms Cotton-510.

#### A. ALLOTMENTS FOR GROUP 1-B FARMS

The State office will determine that each acreage in column 13 of form Cotton-510 is less than 5.0 acres, and will also determine that the totals of columns 12, 13, and 21 are correct and that (items 2 and 10) of the county cotton factor sheet are correct. If (item 3) is equal to, or greater than, (item 4), the entry in column 13 will be the final cotton acreage allotment for each farm and will be transferred therefrom to column 22. If (item 3) is less than (item 4), the figure in column 13 will nevertheless be the final allotment and transferred to column 22, except that if the 4 percent State reserve, together with the county allotments (less the reserve held for handling omissions and corrections) for counties for which (item 3) is less than (item 4) is not sufficient to meet the State requirement of Section 344(g)(1) of the Agricultural Adjustment Act of 1938, as amended, final acreage allotments for 1-B and 1-A farms will be determined in accordance with section 4(A) hereof.

#### B. ALLOTMENTS FOR GROUP 1-A FARMS

Enter in column 20 of form Cotton-510 on each line the result obtained by multiplying the entry in column 11 on that line by 40 percent. Columns 11, 12, 13, 20, and 21 will be summarized, and the total of column 12 entered on the county cotton factor sheet in (item 9). (Items 3 through 7) of the county cotton factor sheet should then be checked to determine that they have been entered in accordance with the instructions contained in section 2. Enter in (item 11) the sum of (items 9 and 10).

##### (1) Preliminary Tilled Acreage Factors

(a) County cotton ratio. - The reserve recommended by the county committee for 5- to 15-acre farms (item 7 of the county factor sheet) will be subtracted from (item 1) and the result divided by the tilled acreage adjusted for both group 1-A and 1-B farms (item 11). The decimal fraction (county cotton ratio) resulting will be carried four places beyond the decimal point and entered in (item 12).

(b) First factor. - The reserve recommended by the county committee for 5- to 15-acre farms (item 7) plus the allotment to



farms in group 1-B (item 2) will be subtracted from (item 1) and the result divided by the tilled acreage adjusted for group 1-A farms (item 9). The decimal fraction (first factor) resulting will be carried four places beyond the decimal point and entered in (item 13). Enter zero in (item 13) for any county for which (item 3) is zero.

(2) First Indicated Allotment

The larger of (a) the county cotton ratio (item 12) or (b) the first factor (item 13) will be entered in the heading of column 14, and will be applied to the tilled acreage adjusted, column 12, for each farm in group 1-A and the result entered in column 14. The factor entered in the heading of column 14 will also be applied to each page total of column 12 and the result entered in the box below column 14 on that page. The page total of column 14 will be compared with the entry in the box below column 14, and, if the difference between these two entries is more than may be due to rounding of fractions, the computation of the entries in column 14 and the page total of column 14 should be rechecked.

(3) Columns 15(b) and 16(b), Cotton-510

Only one entry will be made in each line in columns 15(b) and 16(b). For example, if an entry is made in line 2, column 15(b), no entry will be made in column 16(b) in that line. The entry in column 13 in each line will be compared with the entry in column 14 in that line, and one of these entries (or 5.0) transferred to either column 15(b) or 16(b) in accordance with the following instructions.

Column number and heading	Source of information
15(b) 5-acre minimum and limited by highest cotton acreage	If the entry in column 14 is less than or is 5.0, enter 5.0 in column 15(b). If the entry in column 13 is smaller than the entry in column 14, transfer the entry in column 13 to column 15(b). For example, if the entry in column 13 is 12.6 and the entry in column 14 is 14.2, enter 12.6 in column 15(b).
16(b) Limited by tilled acreage	If the entry in column 14 is smaller than the entry in column 13 (but not less than 5.0 acres), transfer the entry in column 14 to column 16(b). For example, if the entry in column 14 is 22.0 and the entry in column 13 is 39.2, enter 22.0 in column 16(b).

Columns 14 through 16 will be summarized and the page totals entered in the spaces provided. A county summary will be made of columns 11 through 16 by entering the totals of each page on a sheet of form Cotton-510 with the words "County Summary" entered in the space provided for the group symbol. The page numbers should be entered in column 1 and the number of farms listed on each page entered in column 3.

#### (4) Preliminary Second Factor

It will be necessary for the State office to compute a preliminary second factor for each county. The preliminary second factor will be determined as follows: The total of column 16(b) will be divided by the factor entered in the heading of column 14 and the result (tilled acreage adjusted for farms for which there is an entry in column 16(b)) thus obtained divided into (item 3) of the county cotton factor sheet minus the sum of (a) the reserve recommended by the county committee for 5- to 15-acre farms (item 7) and (b) the total of column 15(b). The resulting decimal fraction (preliminary second factor) should be carried at least four places beyond the decimal point and should be entered in (item 14). Enter zero in (item 14) for any county for which (item 3) is zero.

If the amount of the 4 percent State reserve available is not sufficient to make full allotments pursuant to Section 344(g)(1) and (2) of the Act, subsections B(5) and B(6) of this section 3 will be disregarded (pending the result of the analysis prescribed in Section 4, subsection B) for counties for which

- (a) the county cotton ratio is entered in the heading of column 14 and is in excess of the preliminary second factor, or
- (b) the first factor was entered in the heading of column 14, and the county cotton ratio is less than 99.5 percent thereof but is more than the preliminary second factor, or
- (c) the first factor was entered in the heading of column 14, and the preliminary second factor is less than 90 percent thereof but is more than the county cotton ratio.

A final second factor for such counties will be determined in accordance with section 4, subsection A or B, whichever is applicable.

#### (5) Final Second Factor for Counties not Sharing in 4 Percent Reserve

It will be necessary to determine a final second factor if the preliminary second factor (1) exceeds 100.5 percent of the factor entered in the heading of column 14 or (2) is less than the



factor entered in the heading of column 14.

(a) If the preliminary second factor exceeds 100.5 percent of the factor entered in the heading of column 14, a final second factor will be determined as follows:

- (i) Determine the percentage which the preliminary second factor is of the factor entered in the heading of column 14. (Carry out one place beyond the decimal point.)
- (ii) The percentage obtained under (i) should be applied to each entry in column 16(b) and the amount, if any, by which the result exceeds the entry in column 13 should be entered in column 16(a).
- (iii) The percentage obtained under (i) should be divided into 5.0 to obtain the acreage breaking point for farms for which the allotment will be at least 5.0 acres when the second factor is applied.
- (iv) Multiply each entry in column 14 which is between the figure obtained under (iii) and 5.0 acres by the percentage obtained under (i) and enter in column 15(a) the amount by which the result exceeds 5.0 acres.
- (v) From the sum of (1) item 3 and (2) the total of column 16(a) subtract the sum of (1) item 7, (2) the total of column 15(a), and (3) the total of column 15(b).
- (vi) Divide the amount obtained under (v) by the tilled acreage adjusted used in computing the preliminary second factor (tilled acreage adjusted for farms for which there is an entry in column 16(b)). The decimal fraction resulting will be the final second factor and should be carried four places beyond the decimal point and entered in the heading of column 17.

(b) If the preliminary second factor is less than the factor entered in the heading of column 14, a final second factor will be determined as follows:

- (i) Determine the percentage which the preliminary second factor is of the factor entered in the heading of column 14. (Carry out one place beyond the decimal point.)
- (ii) The percentage obtained under (i) should be applied to the entry in column 14 for each farm with an entry in column 15(b) and the amount, if any, by which the result or 5.0 acres, whichever is greater, is less than the entry in column 15(b) should be entered in column 15(a).

- (iii) The percentage obtained under (i) should be divided into 5.0 to obtain the acreage breaking point for farms for which the indicated allotment will be less than 5.0 acres when the second factor is applied.
- (iv) Multiply each entry in column 16(b) which is between the figure obtained under (iii) and 5.0 acres by the percentage obtained under (i) and enter in column 16(a) the amount by which the result is less than 5.0 acres.
- (v) From the sum of (1) item 3 and (2) the total of column 15(a) subtract the sum of (1) item 7, (2) the total of column 16(a), and (3) the total of column 15(b).
- (vi) Divide the amount obtained under (v) by the tilled acreage adjusted used in computing the preliminary second factor (tilled acreage adjusted for farms for which there is an entry in column 16(b)). The decimal fraction resulting will be the final second factor, and should be carried four places beyond the decimal point and entered in the heading of column 17.

(6) Application of Final Second Factor

If there is an entry in column 15(a) or 16(b), the factor entered in the heading of column 17 should be applied to the entry in column 12 in that line and the result or the entry in column 13, whichever is smaller (but not less than 5.0 acres), entered in column 17. For all other lines transfer the entry in column 15(b) to column 17. The total of column 17 plus item 7 (adjusted if necessary) must equal item 3.

If it is not necessary to apply a second factor, the farm acreage allotments indicated by the first factor used will be shown in columns 15(b) and 16(b) in which case the respective entry should be transferred to column 18. The total of column 18 must equal the total of columns 15(b) and 16(b).

(7) County Committee Upward Adjustment of Group 1-A Farms

After the indicated acreage allotments for all farms have been entered in column 17 or column 18 of form Cotton-510, the State office will return the tabulation for group 1-A farms to the county office so that the county committee may distribute the reserve for 5- to 15-acre farms. The State office will instruct the county committee as follows:

- (a) 5- to 15-acre farms. - Each farm for which the entry in column 17 or column 18 is less than 15 acres is eligible to receive an additional allotment from the 5- to 15-acre reserve, but the total allotment for any such farm cannot exceed the entry



in column 13, or 15.0 acres, whichever is smaller. In making these additional allotments the county committee should enter in column 19(a) that part of the reserve which is to be added to the farm acreage allotment. The total of the entries in column 19(a) should be obtained, and if it is equal to or slightly less than the approved reserve for 5- to 15-acre farms the county office will enter in column 19(c) for such farms the sum of the entries in column 17 or column 18 and the entry in column 19(a).

(8) Minimum acreage allotments

Upon receipt of the tabulation from the county office, after the reserves have been distributed, the State office will enter in column 22 the farm acreage allotment, which will be the larger of -

- (a) the entry in column 19(c) or
- (b) the entry in column 21 but not in excess of the entry in column 20.

Page totals for all columns should then be obtained and entered on the country summary in order that the total acreage allotments and the amount of acreage allotted from the 4 percent reserve may be properly accounted for.

C. ALLOTMENTS FOR GROUP 1-C FARMS

The State office should enter in column 17 the result obtained by multiplying the entry in column 12 by one-half the final factor used in determining allotments for group 1-A farms. In counties where the computed allotment to each 1-A farm is 5 acres or less, one-half the acreage computed for each 1-A farm will be entered for each 1-C farm where the entry in column 16(b) is 5.0 acres or more; and if the entry in column 16(b) is less than 5.0 acres, enter one-half the figure allowed a 1-B farm with a figure in column 13 equal to the figure in column 16(b). Column 18 will be used to enter the indicated farm cotton acreage allotments of less than 5.0 acres and column 19(c) will be used to enter indicated allotments of 5.0 acres or more.

Columns 17, 18, and 19(c) will be filled out in accordance with the following instructions:

Column number and heading 1/	Source of information
17. Tilled acreage adjusted times one-half final factor 2/	: Column 12 times one-half final factor in column 14 or column 17, whichever is applicable, of the tabulation for group 1-A farms (except as provided above 2/)
18. Indicated 1941 farm acreage allotments of less than 5.0 acres.	: If the entry in column 16(b) is less than 5.0 acres, transfer for such entry to column 18 (except as provided above)
19(c) Indicated 1941 farm acreage allotments of 5.0 acres or more	: For farms for which an entry is not made in column 18, transfer the entry in column 17 or 16(b), whichever is smaller, but not less than 5.0 acres (except as provided above)

- 1/ Column headings on each page of the tabulation should be changed as indicated.
- 2/ Where the full final factor is applicable, the 1941 serial number of the farm will have been circled by the county committee.

Data for all columns should be summarized by counties for all group 1-C farms in the State before any allotments for such farms are released to counties. The State committee should review the county totals of the indicated allotments as well as the data for individual farms. If it is found that the county committee recommendations in any county have not been made on an equitable basis, as compared with county committee recommendations in other counties, such committee should be instructed to review and amend its recommendations of acreage allotments for group 1-C farms. After all corrections, if any, have been made, a State summary should then be prepared. The total of column 18 will be added to the total of column 19(c) for all group 1-C farms and the result compared with the State reserve for new growers. If such sum is equal to or less than the State reserve for group 1-C farms, the allotments in columns 18 and 19(c) will be transferred to column 22 as the allotment pending performance check.

If the sum of column 18 plus column 19(c) for the State exceeds the State reserve for group 1-C farms, it will be necessary to adjust the acreage shown in columns 18 and 19(c) to eliminate the excess. Adjustments in these entries will be made as follows:

On a county cotton factor sheet for all group 1-C farms in the State enter as (item 1) the State reserve for such farms. As (item 2) enter the State total of column 18. As (item 3) enter the result of (item 1) minus (item 2). As (item 4) enter the acreage derived by multiplying by 5.0 acres the number of farms for which an entry is shown in column 19(c). As item 5 enter the result of



(item 3) minus (item 4). In the space to the right of (item 1) enter the State total of columns 18 and 19(c); and to the right of (item 3) enter the State total of column 19(c).

Allotments will then be adjusted in accordance with (1) or (2) below, whichever is applicable.

(1) Where (item 4) is greater than (item 3)

If (item 4) is greater than (item 3), the sum of (item 2) plus (item 4) should be divided into (item 1) (State reserve for group 1-C farms). The resulting ratio should be carried four places beyond the decimal point and entered at the top of the county cotton factor sheet for all group 1-C farms and designated as "State Group 1-C ratio." Such ratio should then be multiplied by the entries in column 18 and the resulting products entered in column 20 on the respective lines. For all other group 1-C farms, enter in column 20 the result obtained by multiplying such ratio by 5.0. The entries in column 20 should then be summarized. The total of column 20 should not exceed the State reserve for new growers as shown in (item 1). If the State reserve is not exceeded, the entries in column 20 will be the acreage allotments for group 1-C farms and will be transferred to column 22.

(2) Where (item 4) is less than (item 3)

If (item 4) is less than (item 3), subtract (item 4) from the State total of column 19(c) and enter the remainder to the right of (item 5). Divide (item 5) by the entry to the right of such item. The resulting ratio should be carried four places beyond the decimal point and entered at the top of the county cotton factor sheet for all group 1-C farms and designated as "State Group 1-C Ratio." Such ratio should then be multiplied by that part of each entry in column 19(c) that is in excess of 5.0 acres and to the resulting products add 5.0 and enter in column 22 on the respective line.

The entries in column 18 will be transferred to column 22, and the total of the adjusted acreage allotments, as entered in column 22, must not exceed (item 1).

D. ACCOUNTING FOR ALL ALLOTMENTS

The State office will keep an accurate record of the county totals of all data in connection with 1941 farm cotton acreage allotments. 1941 County Cotton Analysis Sheets should be executed in triplicate for group 1-A and group 1-B farms for each county. The 1941 County Cotton Analysis Sheets for group 1-A and group 1-B farms in each county will be transmitted in duplicate to the Washington office when allotments in both groups have been finally approved by the State office. A report for group 1-C farms will be made in triplicate and two copies thereof transmitted to the Washington office when allotments have been approved for group 1-C farms.

Sec. 4. Distribution of 4-percent State reserve. - The procedure for establishing allotments as set forth in sections 1 through 3 hereof will be followed in all counties not eligible to share in the 4-percent State reserve.

In States in which the 4-percent State reserve is insufficient to make full allotments pursuant to section 344(g)(1) and/or (2), final farm acreage allotments for counties to which the instructions contained in subsections B(5) and B(6) of section 3 are not applicable will be determined in accordance with subsection A or B, whichever is applicable, of this section 4.

The 4-percent State reserve is for making allotments to counties and farms by allotting in the order named and in so far as the acreage available will permit: (a) the additional acreage to be allotted pursuant to Section 344(g)(1); (b) the additional acreage to be allotted pursuant to Section 344(g)(2); and (c) the additional acreage to be allotted pursuant to Section 344(g)(3). However, this procedure does not provide for distribution of any of the reserve pursuant to Section 344(g)(3), since it appears that no reserve will be available for such distribution.

A. PURSUANT TO SECTION 344(g)(1)

(The procedure outlined below will be used only in the event the 4-percent State reserve does not exceed the acreage required to make full allotments pursuant to Section 344(g)(1) of the Act.)

Data for all counties in the State will be summarized as outlined in Table I.



TABLE I

	:	Number:	:	:	:	Per-
	:	Acreage : 1-A :	:	County :	Excess :	Column 6:centage
	:	allotment:farms :	:	allot-	acreage :	adjusted: factor
	:	to 1-B :times: Total :	:	ment :	required :	to 4- : (col. 5 +
	:	farms : 5.0 : (cols.: (item 1, for full :	:	item 1, :	percent :	col. 7
County:	:	(item 2, acres: 2 / 3): Cotton :	:	Cotton :	g(1) re-	State : divided
	:	Cotton : (item :	:	Factor :	quire-	reserve : by
	:	Factor : 4, Cot-:	:	Sheet) :	ment (col.:	col. 4)
	:	Sheet) : ton :	:	:	4 - 5)	:
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The data necessary to execute Table I will be taken from the source indicated in the heading of each column. Entries in columns 6, 7, and 8 should be made only when the entry in column 4 is in excess of the entry in column 5. After this determination has been made for each county, the total of the entries in column 6 will exceed the 4-percent State reserve if allotments are to be made pursuant to this subsection A and it will be necessary, therefore, to reduce the entries in column 6 pro rata for all counties to the amount of the 4-percent State reserve. The resulting acreage should be entered in column 7 as the (g)(1) allotment for each county and the total of column 7 must not exceed the 4-percent State reserve.

For each county receiving an apportionment from the 4-percent State reserve, a percentage factor will be determined by dividing the sum of the entries in columns 5 and 7 by the entry in column 4 and will be entered in column 8. Such percentage factor (carried one place beyond the decimal point) will be applied to the entries in column 13, form Cotton-510, for group 1-B farms and the result entered in column 19(c), form Cotton-510. The indicated acreage allotment for all group 1-A farms in such counties will be the percentage factor times 5.0 acres and the indicated allotment will be entered in column 19(c), form Cotton-510. Final allotments for farms in these counties will be determined in accordance with subsection B(8) of section 3 hereof and allotments will be accounted for as provided in subsection D of that section.

For those counties shown in column 1 for which columns 6, 7, and 8 are not executed because column 4 did not exceed column 5, it will be necessary to compute and apply a final second factor and not use the county cotton ratio. The allotments in column 17 or 18 plus (item 7) for these counties must not exceed

(item 3). Final allotments for farms in these counties will be determined in accordance with subsections B(7) and B(8), section 3, and allotments will be accounted for as provided in subsection D of that section.

B. PURSUANT TO SECTION 344(g)(2)

(The procedure outlined below will be used only in the event the acreage remaining in the 4-percent State reserve after making full allotments pursuant to section 344(g)(1) of the Act does not exceed the acreage required to make full allotments pursuant to Section 344(g)(2) of the Act.)

(1) Determination of eligible counties

If the State reserve is not sufficient to make full allotments pursuant to Section 344(g)(1) and (2), it will be necessary to limit the total of such allotments to the available reserve. The available reserve will be apportioned among eligible counties so that all counties will receive an "adjusted" second factor which is not less than a minimum percent of the county cotton ratio. As provided hereinafter, where the amount representing the county's pro rata share of the 4 percent reserve plus (item 1) for the county is not more than enough to meet the (g)(1) requirement for the county, no factor will be used in computing final allotments, and, therefore, each 1-A farm in such a county will receive 5 acres as the computed allotment. The "adjusted" second factor for the county will be determined in accordance with the following procedure:

It will be necessary first to tabulate pertinent data from form Cotton-510 for all counties for which

- (a) the county cotton ratio is entered in the heading of column 14 and is in excess of the preliminary second factor; or
- (b) the first factor was entered in the heading of column 14 and the county cotton ratio is less than 99.5 percent thereof but is larger than the preliminary second factor; or
- (c) the first factor was entered in the heading of column 14 and the preliminary second factor is less than 90 percent thereof but is larger than the county cotton ratio;

in order to determine the counties which are eligible to receive a portion of the 4-percent State reserve, pursuant to section 344(g)(2). For all counties which fall under (b) or (c) of this



paragraph, it will be necessary to apply the county cotton ratio in column 17, encircling the entries which are limited by column 13 and which are raised to 5.0 acres. A revised "preliminary second factor" should then be computed in a manner similar to that outlined in subsection B(4), section 3 hereof. The additional acreage required to make full allotments pursuant to Section 344(g)(1) and (2) will be determined by executing Table I and the following Table II for all counties under (a), (b), and (c) of this paragraph.

TABLE II

Column number and heading	Source of information
1. County <u>1</u> /	: Enter counties falling under (a), : (b), or (c) of this paragraph
2. Total county allotment less reserve for handling omis- sions and corrections	: Item 1, County cotton factor sheet
3. Indicated allotments for group 1-B farms	: Item 2, County cotton factor sheet
4. Recommended reserve for 5- to 15-acre farms	: Item 7, County cotton factor sheet
5. Indicated allotment for group 1-A farms	: Column 15(b) / 16(b), or column : 17, whichever is applicable, form : Cotton-510
6. Additional acreage required	: Columns 3/4/5-col. 2 (this table)

1/ Include all counties for which (a) item 12, county cotton factor sheet, has been entered in the heading of column 14 and is in excess of item 14, and (b) counties for which item 12 has been entered in the heading of column 17 as provided above.

The total of column 6, Table II, will be the additional acreage required to make full allotments pursuant to Section 344(g)(1) and (2).

Data for all counties listed in Table II will be tabulated as outlined in Table III.

TABLE III

4-percent State reserve

County	County cotton ratio (item 12, County Cotton Factor Sheet)	Preliminary second factor (item 14, County Cotton Factor Sheet)	Total tilled acreage adjusted on farms represented in col. 16(b) or col. 17, form Cotton-510	Acreage available for allotment to farms represented in col. 16(b) or uncircled farms in col. 17, form Cotton-510	Additional acreage required for g(1) allotments (column 6, Table I)
1	2	3	4	5	6
Total	xxx	xxx			

Ratio relative factor (col. 2 + col. 3)	Trial factor (col. 2 + 1.80)	Allotment on basis of trial factor (col. 4 X col. 8)	Additional allotment on basis of trial factor (col. 9 - col. 5)	Additional allotment (higher of column 6 or column 10)
7	8	9	10	11
xxx	xxx			

- 1/ If column 17, form Cotton-510, has been executed, enter the revised "preliminary second factor."
- 2/ Enter the result obtained by dividing the total of column 16(b) (or the total of column 17 minus the sum of the encircled entries therein, whichever is applicable), form Cotton-510, by the county cotton ratio in column 2.
- 3/ Item 3, form Cotton-510, minus item 7 minus column 15(b) (or the encircled entries in column 17, whichever is applicable). Enter zero for any county where item 3 is zero.

Columns 1 through 7 will be executed as indicated in the column headings for all counties for which the county cotton ratio (item 12, county cotton factor sheet) is entered in the heading of column 14 or column 17, form Cotton-510.



Column 8 will be executed for each county for which the entry in column 7 is greater than 1.80 (including all counties for which the entry in column 3 is 0) by dividing the entry in column 2 by 1.80. Columns 9, 10, and 11 will be executed as indicated for each county for which there is an entry in column 8.

Column 11 will be totaled and, if the total of column 11 is more or less than the 4-percent State reserve, additional columns will be used to determine a new trial factor. A new trial factor should be determined by reducing the divisor from 1.80 by intervals of .10 (1.70, 1.60, 1.50, etc.) until a trial factor is obtained which results in additional allotments approximately equal to but not in excess of the 4-percent State reserve. After such trial factor is obtained, a factor which results in additional allotments approximately equal to (but not in excess of) the 4-percent State reserve will be obtained by interpolation. For example, if it is found that 1.30 is the first divisor which results in additional allotments in excess of the 4-percent State reserve, such divisor will be increased by intervals of .01 (1.31, 1.32, 1.33, etc.) until a final trial factor is obtained which results in additional allotments approximately equal to (but not in excess of) the 4-percent State reserve.

Counties for which the entry in column 7, Table III, is less than the divisor used in determining the final trial factor will not share in the 4-percent State reserve. For these counties it will be necessary to compute and apply a final second factor and not use the county cotton ratio. The allotments in column 17 or column 18, whichever is applicable, from Cotton-510, plus (item 7) for these counties, must not exceed (item 3). Final allotments for farms in these counties will be determined in accordance with subsections B(7) and B(8), section 3, and allotments will be accounted for as provided in subsection D, section 3, hereof.

## (2) Distribution among eligible counties

The final trial factor (adjusted second factor) for each county for which the divisor used in determining the final trial factor is equal to or greater than such final trial factor will be entered in column 2 of the following Table IV. The distribution of the 4-percent State reserve among eligible counties will be shown in Table IV as follows:

TABLE IV

County 1/	Adjusted preliminary second factor	Additional allotments (last column, Table III)	(g) (1) allotment (col. 6, Table I)	(g) (2) allotment (col. 3 - col. 4)
1	2	3	4	5
Total	xxx			

1/ Include only those counties for which the percentage in column 7, Table III, is equal to or greater than the divisor used in determining the final trial factor.

The adjusted preliminary second factor entered in column 2, Table IV, will be used in determining a final second factor (for the counties listed in Table IV) in accordance with the following instructions; provided that, if column 17, form Cotton-510, has been executed, the entries in columns 15(b) and 16(b) will be disregarded and the encircled entries in column 17 will be used in lieu of the entries in column 15(b).

(i) Multiply the divisor used in determining the final trial factor by 5.0 acres to obtain the acreage breaking point for entries in column 16(b), form Cotton-510, for which the allotment will be 5.0 acres or less when the second factor is applied.

(ii) Multiply each entry in column 16(b), which is between the figure obtained under (i) and 5.0 acres, by the reciprocal of the divisor used in determining the final trial factor and enter in column 16(a) the amount by which the result is less than 5.0 acres.

For example, if such divisor is 1.50, the acreage breaking point determined under (i) above would be 7.5 acres. The reciprocal of this percentage is 0.6667 ( $1 \div 1.50 = 0.6667$ ). If the entry in column 16(b) for a farm is 6.2, enter 0.9 in column 16(a). ( $5 - (6.2 \times 0.6667) = 0.9$ ).

(iii) Such reciprocal should be applied to the entry in column 14, Cotton-510, if there is an entry in column 15(b) in the same line, and the amount, if any, by which the result or 5.0 acres, whichever is greater, is less than the entry in column 15(b) should be entered in column 15(a).



For example, if the entry in column 14 for a farm is 25.0 and the entry in column 15(b) is 18.0 and the reciprocal is 0.6667, enter 1.3 in column 15(a). ( $18.0 - (0.6667 \times 25.0) = 1.3$ ).

(iv) From the sum of (1) item 3, (2) the total of column 15(a), and (3) the entry in column 3, Table IV, subtract the sum of (1) item 7, (2) the total of column 15(b), and (3) the total of column 16(a). 1

(v) Divide the amount obtained under (iv) by the tilled acreage adjusted used in computing the preliminary second factor (or the revised "preliminary second factor"). The decimal fraction resulting will be the final second factor and should be carried at least four places beyond the decimal point and entered in the heading of column 17 (or column 18 if column 17 has been executed), Cotton-510.

The final second factor determined as indicated above will be applied in accordance with the instructions contained in subsection B(6), section 3 hereof, except that column 18 will be used in lieu of column 17 if column 17 has already been executed. The allotments in column 17 or column 18, whichever is applicable, plus (item 7) for such counties must not exceed (item 3) plus the entry in column 3, Table IV. Final allotments for such counties will be determined in accordance with subsections B(7) and B(8), section 3, and allotments will be accounted for as provided in subsection D, section 3, hereof.

#### Sec. 5. Administrative areas.

##### A. DETERMINATION OF COUNTIES IN WHICH ADMINISTRATIVE AREAS MAY BE DESIGNATED:

(The procedure outlined in this section 5 will be used only in the event administrative areas were not established for 1940 pursuant to Section 344(f) of the Act.)

If the State and county committees determine that administrative areas may be necessary to prevent discrimination among such areas in additional counties because of different conditions, including types, kinds, and productivity of the soil, after determining such counties, the following methods may be used, together with any other available data which will serve as an indication of the need for administrative areas, in finally determining whether administrative areas will be established.

- 1/ If item 2, county cotton factor sheet, exceeds item 1, the acreage under (iv) will be obtained by subtracting from the sum of (1) item 1, (2) the entry in Col. 3 of Table IV, and (3) Col. 15(a), the sum of (1) item 2, (2) the total of Col. 15(b), and (3) the total of Col. 16(a).

(1) Determination of ratios of 1937 base and 1937 planted acreage to cropland by communities established for 1935 under the Bankhead Act.

The tabulation outlined below should be made by communities as indicated by the letter A, B, etc., shown in the reference to a Bankhead application in section VI of the 1937 work sheet. If it is believed that the communities used in connection with the Bankhead Act in 1935 do not divide the county into different areas with respect to soil types and type of farming, the county office should segregate the 1937 work sheets into areas which are similar with respect to soil types and type of farming. The county office should tabulate the data outlined below for each community.

Column number and heading	Source of information
1. 1937 work sheet serial number	1937 work sheet
2. 1937 cropland	County office records
3. 1937 cotton base acreage	County office records
4. 1937 planted acreage	Form ECR-313
5. Ratio of 1937 cotton base to 1937 cropland	Column 3 divided by column 2
6. Ratio of 1937 planted acres of cropland	Column 4 divided by column 2

When the above tabulation has been completed in the county through column 4, the State office should compute columns 5 and 6 (weighted) for each community or area as the case may be. A comparison of these ratios may indicate that administrative areas are needed, if there is a substantial variation in ratios as between communities or areas of the county. If such ratios do not vary materially for different sections of the county, it is likely that administrative areas should not be set up.

The ratios may be plotted on a county outline map as a further aid in determining the necessity for administrative areas.

B. DETERMINATION OF ADMINISTRATIVE AREA BOUNDARY LINES

If it is determined that administrative areas are necessary for a county, a map of the county should be obtained. The boundary line of each administrative area should be outlined by the county committee on a map of the county with the aid of the community committeemen, or others, as are necessary.

### C. DETERMINATION OF COTTON ACREAGE ALLOTMENTS FOR ADMINISTRATIVE AREAS

(This procedure is to be used for determining allotments for administrative areas in all counties, including those counties for which administrative areas were established for 1940.)

When the boundary lines of the administrative areas have been determined, the county committee should make a separate tabulation on forms Cotton-510 for the farms in each area. These data should then be summarized for each area and for the county. The 1937 planted plus diverted acreage for each area divided by the total of such acreage for the county will be the percentage to be used in apportioning the 1941 county acreage allotment to each administrative area in the county except that, if the State committee determines that the use of the bases established pursuant to the 1937 Cotton Price Adjustment Payment Plan would result in more equitable distribution, such will be used instead of the 1937 planted and diverted acreage.

Allotments to the farms within each administrative area will be made by distributing the allotments for each administrative area as provided herein.

### D. DETERMINATION OF NORMAL YIELDS FOR ADMINISTRATIVE AREAS

A 1941 normal cotton yield will be established for each administrative area within any county upon the basis of the average yield in each such area during the period 1936-40, inclusive, taking into consideration abnormal weather conditions. The weighted average of the normal yields established for all administrative areas within any county shall conform to the county limit determined for such purpose under the 1941 program.

#### (1) Tabulation of annual data

The production and planted acreage will be tabulated for each farm from form ECR-313 by administrative areas for the years 1936, 1937, 1938, 1939, and 1940.

A summary of the acreage and production items of this tabulation will be obtained for each administrative area and the average yield for each year derived therefrom.

#### (2) Adjustment of annual yields

Adjustment of annual yields for an administrative area will be made if it is found that abnormal weather conditions resulted in abnormal yields in such area. The procedure outlined below will be used in adjusting the 5-year average yield for abnormal weather conditions for each administrative area.

A yield adjustment tabulation will be executed as follows:



## YIELD ADJUSTMENT TABULATION

	Area A					Area B				
	Yield	Percent of 5-year average	Adjusted yield	Planted acreage	Production (col. 3 x col. 4)	Yield	Percent of 5-year average	Adjusted yield	Planted acreage	Production (col. 3 x col. 4)
	1	2	3	4	5	1	2	3	4	5
1936										
1937										
1938										
1939										
1940										
Total		xxx	xxx				xxx	xxx		
5-yr. average		xxx		xxx	xxx		xxx		xxx	xxx

(a) Enter in column 1 the average yield for each year and the 5-year simple average determined by dividing the total of the yields for each year in the 5-year period by 5.

(b) Enter in column 2 for each year the percentage (carried one place beyond the decimal point) obtained by dividing the yield for such year by the 5-year simple average yield in column 1.

(c) Enter in column 3, 120 percent of the 5-year average yield in column 1 for each year for which the percentage in column 2 is greater than 120 percent. Enter in column 3, 80 percent of the 5-year average yield for each year for which the percentage in column 2 is less than 80 percent. For all other years, transfer the yield in column 1 to column 3.

(d) Enter in column 4 the planted acreage for each year from the farm data tabulation for the respective administrative area prepared in accordance with the instructions contained in (1) above.

(e) Enter in column 5 for each year the production obtained by multiplying the adjusted yield in column 3 by the planted acreage in column 4 on the respective line.

(f) The totals of columns 4 and 5 will be entered in the spaces provided and the weighted average yield of such acreage and the production figure will be entered in the space at the bottom of column 3.

If there are more than two administrative areas within the county, an additional column will be provided for each area.

(3) Final determination of normal yield

The 5-year weighted average yield in the last line, column 3, of the yield adjustment tabulation will be used in determining the normal yield for such administrative area. The normal yield for each administrative area will be determined as follows:

Item 1. _____	Item 2. _____	Item 3. _____	Item 4. _____	Item 5. _____
Area	Total : acreage:Adjusted: allot- : 5-year : ted : yield	Production: (column 1 : times : column 2) : item 3)	Production: (column 3 : times : item 4) : item 5)	Adminis- trative area normal yield
	1	2	3	4
A				
B				
County Total	xxx			

- Enter as item 1 the 1941 county normal yield per acre.
- Enter in column 1 the total of the acreage allotments in each administrative area as shown in column 22, form Cotton-510, and enter the county total in the space provided.
- Enter as item 2 the production obtained by multiplying the county total of column 1 by the yield in item 1.
- Enter in column 2 the 5-year weighted average yield shown in the last line, column 3, of the yield adjustment tabulation.
- Enter in column 3 the production figure obtained by multiplying the entry in column 1 for each administrative area by the entry in column 2 and enter the county total of column 3 in the space provided.
- If the county total of column 3 is not equal to the production figure in item 2, it will be necessary to adjust the yield in column 2. The adjustment factor (carried four places beyond the decimal point) will be obtained by dividing the production in item 2 by the county total production in column 3 and will be entered as item 3. Enter in column 4 the production for each administrative area obtained by multiplying the production in column 3 by the adjustment factor in item 3. The total of column 4 must equal item 2.
- Enter in column 5 the normal yield (rounded to the nearest whole pound) for each administrative area determined by dividing the respective production in column 4 by the acreage allotment in column 1 of the same line.

Normal yields for farms within each administrative area will be determined as in the case of other farms except that the normal yield established for the area will be used in lieu of the county normal yield.

Sec. 6. Redetermination of erroneous 1941 cotton acreage allotments.

This outlines the procedure for handling cotton farms (1) which are eligible for 1941 cotton acreage allotments other than as "New farms" and which were omitted from the tabulation on form Cotton-510 or (2) for which, due to erroneous transcription of data, the 1941 cotton acreage allotment was determined erroneously; or (3) which for 1941 will be "split" into two or more tracts or will be "combined" with one or more other tracts.

For such cases, the State office should require the county office to submit form Cotton 510 marked "Change Sheet" containing in the first 20 lines the original data used in computing the allotments for 1941 in each of the executed columns through 22; and in lines 26 through 45 the correct data in each of the executed columns through column 13, and in column 21. The related data should be designated in column 3 by the same letter. Upon receipt of the "Change Sheet" the State office should compute the allotments in lines 26 through 45 of Cotton-510 on the basis of the correct data.

Totals of the original data in the first 20 lines should be entered in red as follows:

- (1) On line 21 enter in red the column totals of data for 1-B farms;
- (2) On line 22 enter in red the column totals of data for 1-A farms; and
- (3) On line 23 enter in red the column totals of data for both 1-B and 1-A farms.

Totals of the correct data in the lines 26 through 45 will be entered in blue as follows:

- (1) On line 46 enter in blue the column totals of data for 1-B farms;
- (2) On line 47 enter in blue the column totals of data for 1-A farms; and
- (3) On line 48 enter in blue the column totals of data for both 1-B and 1-A farms.

The amounts by which the red totals on line 21 for 1-B farms exceed the blue totals on line 46 for 1-B farms should be entered in red on line 49; and the amounts by which the blue



totals on line 46 for l-B farms exceed the red totals on line 21 for l-B farms should be entered in blue on line 49. The amounts by which the red totals on line 22 for l-A farms exceed the blue totals on line 47 for l-A farms should be entered in red on line 50; and the amounts by which the blue totals on line 47 for l-A farms exceed the red totals on line 22 for l-A farms should be entered in blue on line 50.

The amounts by which the red totals on line 49 exceed the blue totals on line 50 should be entered in red on the "Total" line. The amounts by which the blue totals on line 50 exceed the red totals on line 49 should be entered in blue on the "Total" line. If the red total on line 49 equals the blue total on line 50, zero should be entered on the "Total" line. If the total on line 49 is red and the total on line 50 also is red, the sum of such totals should be entered in red on the "Total" line. If the total on line 49 is blue and the total on line 50 also is blue, the sum of such entries will be entered in blue on the "Total" line.

In maintaining the County Summaries current, the red totals on lines 49 and 50, respectively, of the "Change Sheet" columns should be subtracted from the regular "County Summary" column totals for l-B farms and l-A farms, respectively, and the blue totals on lines 49 and 50, respectively, of the "Change Sheet" should be added to the regular "County Summary" column totals for l-B farms and l-A farms, respectively. The State Summary should also be kept current reflecting the correct column totals for l-B and l-A farms.

The State reserve for handling these cases may be used in the order of receipt of such cases. Each correct allotment should be computed by the State office in lines 26 through 45 of the "Change Sheet" on the basis of the final factor for the county (in Virginia and Kentucky, in deficit counties, by the method used for l-B and l-A farms).

After computing the "Change Sheet", making changes on the County Summaries, and correcting the State Summary, the State office should return the original of the "Change Sheet" to the county office with instructions to notify the farm operators of the revised allotments and to make the necessary changes or notations on form ECR-313 and the original form Cotton-510. Where l-C farms are involved, a group l-C "Change Sheet" will be used and the acreage gained or lost will be kept on a separate county and State record and will not be added in either blue or red totals for l-B or l-A farms.

#### Sec. 7. Apportionment of released cotton acreage allotments.

##### A. COUNTY OFFICE INSTRUCTIONS

###### (1) General

Those parts of 1941 cotton acreage allotments released by farms because they will not be used will be reapportioned to other

farms in accordance with these instructions. The county committee will designate the farms within the county to which such allotments will be reapportioned, basing its designation upon the character and adaptability of the soil and other physical facilities affecting the production of cotton and the need of the operator for an additional allotment to meet the requirements of the families engaging in the production of cotton on the farm.

(2) Release of unused allotments

Before reapportioning to individual farms within the county any unused cotton acreage allotments released by other farms, it will first be necessary to obtain a full summary of all cotton acreage allotments which have been released in whole or in part by each farm. Each operator desiring to release any part or all of the cotton acreage allotment for his farm must execute a survey sheet entitled "Release of Unused 1941 Cotton Acreage Allotment", and file such form with the county office not later than the date set by the State committee, which date will not be later than April 15, 1941. The operator's signature must be witnessed and also must be verified in the county office and checked by the county committee.

As the survey sheets are received in the county office the name of the operator, serial number of the farm, and the 1941 cotton acreage allotment for the farm will be verified by checking against the appropriate entries on form Cotton-510. If any item on the survey sheet is found to be in error, the form will be returned to the operator for correction and re-execution. If the survey sheet is found to be correct, a revised notice of the cotton acreage allotment for the farm, specifically referring to the release of acreage in the survey sheet, shall be sent immediately on form Cotton-509A or 509 to the 1941 operator who signed such survey sheet.

If the acreage that will be planted to cotton in 1941 is not definitely known it will be necessary to use the acreage intended to be planted as a basis for determining the 1941 planted cotton acreage on the farm.

A county summary of the survey sheets for farms releasing 1941 cotton acreage allotments will be prepared on a columnar listing sheet in accordance with the following instructions:

TABULATION I

Column number and heading	Source of information
1. 1941 serial number	:Form Cotton-510 or survey sheet
2. 1941 operator	:Form Cotton-510 or survey sheet
3. 1941 cotton allotment	:Form Cotton-510 or survey sheet, :item 1
4. Intended planted acreage reported by operator	:Item 2, survey sheet
5. Acreage available for re- lease as reported by operator	:Item 3, survey sheet
6. Acreage released	:The smaller of (1) the entry in :column 5 or (2) the acreage obtained :by subtracting the entry in column 4 :from the entry in column 3
7. Revised 1941 allotment	:Column 3 minus column 6

The sum of the entries in column 6 will be the total of the released cotton acreage allotments in the county.

(3) County allotment of released acreage.

The unused acreage available for reapportionment will include (1) the smaller of (a) the acreage released in the county, or (b) 100 acres plus 50 percent of the result obtained by subtracting 100 from the total unused acreage released within the county, and (2) any part of the State reserve of released allotments apportioned to the county, provided that, in any county in which the released cotton acreage available for reapportionment is less than 100 acres, the county committee may release to the State committee all or any portion of such released acreage for use as provided in B(1) of this section 7.

A county computation sheet will be prepared in triplicate for determining the amount of such acreage available for farms within the county in accordance with the following instructions:

COUNTY COMPUTATION SHEET

	Acres
1. Total county unused acreage released (column 6, tabulation I)	:
2. Item 1 (if more than 100 acres) minus 100	:



COUNTY COMPUTATION SHEET (Cont'd)

	Acres
3. 50 percent of item 2	
4. Item 3 plus 100	
5. County unused acreage available for reapportionment (smaller of items 1 and 4)	
6. County reserve for correction of errors and for late work sheets	
7. Released acreage available for making additional allotments (item 5 minus item 6)	
8. Released acreage allotment allocated to county from State reserve (to be filled in by State office)	
9. Total released acreage available for reapportionment (item 7 plus item 8; to be filled in by State office)	
10. Released acreage reapportioned (total of column 24, Cotton-510)	
11. Number of farms releasing unused acreage allotments (total number of entries in column 23 of form Cotton-510)	Farms
12. Number of farms receiving additional allotments (total number of entries in column 24 form Cotton-510)	

Irrespective of the amount of acreage released, the county committee will execute items 1 through 7 of the county computation sheet and within 2 days after the closing data for accepting survey sheets transmit the original and one copy to the State office for execution of items 8 and 9. Items 10 through 12 will be executed in accordance with further instructions contained in this section 7.

The county reserve, if any, provided in item 6 will be used in accordance with the instructions contained in sections 3 and 6 hereof.

(4) Apportionment of county allotment of unused acreage released

(a) Eligible farms. - Each farm will be eligible to receive an additional allotment from the county reserve of unused acreage

except the following which will be identified by inserting a check mark (✓) immediately to the right of column 18, form Cotton-510; (1) all farms included in tabulation I, (2) all farms with an entry in column 22 in excess of the entry in column 20, form Cotton-510, and (3) group 1-C farms. All column references in the remainder of this section 7 refer to form Cotton-510 unless otherwise stated.

(b) Apportionment to eligible farms. - The county committee in reapportioning the available acreage to farms will first set aside sufficient acreage for correcting unavoidable errors in farm acreage allotments, including any increase in allotments because farms have become reconstituted in 1941, as well as to provide for allotments to late cases. In reapportioning the remainder of the released acreage, if any, the county committee will consider the character and adaptability of the soil and other physical facilities affecting the production of cotton on the farm, together with the needs of the operator for an additional allotment, based upon the requirements of the families engaged in the production of cotton thereon. In most cases, the entry in column 13 is a good indication of the farm's adaptability to the production of cotton. The relation of the cotton acreage allotment shown in column 22 to the entry in column 21 reflects the need of additional cotton acreage allotment for such farm in 1941 based on the inadequacy of such allotment in view of the past acreage devoted to cotton production.

The county committee will consider farms progressively in accordance with the following conditions in reapportioning the county reserve of released acreage. In making allotments to individual farms, the committee will consider the amount of family labor available, the acreage of cash crops other than cotton grown by such families, and the adaptability of such labor for cotton production, as well as the equipment on the farm suitable for cultivating cotton.

1. Farms for which the entry in column 22 equals the entry in column 21 will receive first consideration for additional allotments. For example, if the entries in columns 22 and 21 equal 20, such farms should be given first consideration based upon the production factors in the preceding paragraph.

2. Farms for which the entry in column 22 slightly exceeds the entry in column 21 will receive consideration for additional allotments after the farms mentioned in paragraph 1 above have been considered. For example, if the entries in columns 22 and 21 are 41 and 40, respectively, such farms should be given next consideration for an additional allotment.

3. All other eligible farms will be considered progressively, in so far as the county reserve of released acreage will permit, in accordance with the percentage increase of the entry in column

22 over the entry in column 21. For example, if the entry in column 22 is 110 percent of the entry in column 21 for farm A, whereas for farm B such percentage is 115 percent, farm A should be considered before farm B.

(5) Execution of column 23, form Cotton-510

Enter the released acreage shown in column 6, Tabulation I, in the appropriate line of column 23. The total of column 23 must equal the total of column 6, Tabulation I.

(6) Execution of column 24, form Cotton-510

Enter the additional acreage reapportioned to eligible farms in the appropriate line of column 24.

(7) Execution of column 7, form Cotton-510

Enter in column 7 the smaller of (1) the entry in column 22 plus the entry in column 24 or (2) the entry in column 20. If the sum of the entries in columns 22 and 24 in any line exceeds the entry in column 20, the entry in column 24 will be adjusted downward to eliminate such excess. A county total will be obtained and entered as item 10 on the computation sheet. Item 10 must not exceed item 9.

For farms with an entry in column 23, enter in column 7 the result obtained by subtracting the entry in column 23 from the entry in column 22.

A new form Cotton-509 will be executed for each farm for which a revised allotment is shown in column 7 and the form Cotton-509 will be designated "Revised Allotment" and will be mailed to the operator of each such farm after the revised allotments have been approved by the State office.

(8) Transmittals to State office.

The county office copies of form Cotton-510, together with Tabulation I and the County Computation Sheet, will be immediately transmitted to the State office for approval if found to be correct. All such transmittals must be received in the State office not later than May 1, 1941.

B. STATE OFFICE INSTRUCTIONS

(1) Allocation to counties of State reserve of released allotments

Upon receipt of the County Computation Sheets from all counties, the State reserve consisting of the surplus released acreage not theretofore available for reapportionment within each respective county will be determined by summarizing item 3 of the county computation sheet.



The State committee will use such reserve, or any necessary part thereof, to supplement the State reserve originally determined to allow for increased farm allotments resulting from correction of errors, late cases, and reconstituted farms for 1941, provided the original reserve for this purpose is determined to be insufficient. The remaining part, if any, of the State reserve of released acreage will be prorated to counties for reapportionment to farms.

The proration of such State reserve to counties will be made on the basis of the acreage allotted in the county under Section 344, subsection (h) of the Act, as amended by the Act of Congress approved March 13, 1939. A tabulation prepared as follows will be used in prorating the State reserve to the counties:

Column number and heading	Source of information
1. County	Include only counties that have a final factor less than 0.400
2. Allotment under subsection (h)	Cotton Analysis Sheet
3. Acreage prorated to the county	Proration factor $\frac{1}{\text{times entry}}$ in column 2
<u>1/</u> The remainder of the State reserve of released acreage divided by the total of the entries in column 2. The proration factor should be carried four places beyond the decimal point.	

The acreage determined in column 3 will be entered as item 8 on the respective County Computation Sheet. Item 9 should be determined by adding items 7 and 8. The original County Computation Sheets will then be mailed to the respective counties at a date which should be not later than two days after all such sheets have been received in the State office.

## (2) Checking county office work

Upon receipt of the county office copies of forms Cotton-510, together with Tabulation I, and the final original County Computation Sheet, the State office will check in detail the items and entries thereon, following the county office instructions of this subsection. In the event an error is found, the incorrect entry should be stricken through so as to remain legible and the correct entry inserted.

After the necessary items and entries have been carefully checked and the State office determines that the county committee has complied with the instructions, the entries in columns 23, 24, and 7 will be transferred to the State office copy of form Cotton-510. The total of column 22 minus the total of column 7, form Cotton-510,

must equal the total of items 1 plus 6 minus item 10 of the County Computation Sheet. The State office will then return the county office copies of form Cotton-510 and Tabulation I to the county office and instruct the county committee to notify operators of the revised 1941 allotments.

Sec. 8. Determination of 1941 farm normal cotton yields.

After final acreage allotments have been approved by the State office, the county office should review the 1936-40 weighted average yield per acre for each cotton farm in column (E) of form ECR-313. The weighted yield for any farm for which the letter "R" is entered in column (B) to the left of such figure on form ECR-313 will not be adjusted downward. If any yield is adjusted, the weighted yield will be lined through and the appraised yield entered immediately above such weighted yield. If further adjustments become necessary to come within the county normal yield, it will be necessary to line through the appraised yield also and enter the final yield on form ECR-313 immediately above. The county office will enter in column 8(a) of form Cotton-510 the appraised or preliminary yield. Column 8(b) will be used by the county office for weighting to the 1941 county normal yield. The State office will check the yields and enter the 1941 farm normal yields in column 9 and the minimum farm marketing quota in column 10.

After State office approval of normal yields per acre, notice of the 1941 farm marketing quota will be mailed to each operator on form Cotton-509.

Sec. 9. Notice of 1941 farm allotments, normal yields, and marketing quotas.

(1) General

Each operator shall be notified on form Cotton-509 of the 1941 cotton acreage allotment, normal yield per acre, and the normal production of the farm cotton acreage allotment determined for his farm. (Inasmuch as the farm normal yields cannot be determined until final 1940 production figures are available, form Cotton-509-A will be used to notify farm operators of their 1941 cotton acreage allotments.)

(2) Preparation of form Cotton-509

As soon as 1941 cotton acreage allotments and normal yields per acre of lint cotton for farms in a county have been approved by the State office, the county committee will have form Cotton-509 prepared in duplicate as follows:

(a) In the spaces indicated enter the State and county code number and farm serial number, the name and address of the

farm operator, and either the legal description or a description of the location of the farm or else the name by which it is commonly known.

(b) In item 1 enter the cotton acreage allotment established for the farm as shown in column 7 of form Cotton-510.

(c) In item 2 enter the normal yield per acre of lint cotton established for the farm as shown in column 9 of form Cotton-510.

(d) In item 3 enter the normal production of the farm acreage allotment as shown in column 10 of form Cotton-510.

(e) In the space provided for the address of the county committee in the portion of the form relating to the review of the quota, enter the name of the town and State in which the office of the county committee is located and the street address thereof.

(f) After the notice is approved by the county committee, one member of the committee shall sign the original and the copy and enter the date of his signature in the spaces indicated on the original and the copy.

(3) Distribution of form Cotton-509

The distribution of form Cotton-509 shall be as follows:

(a) Mail the original to the operator of the farm. It must be deposited in the United States mails in an envelope addressed to the farm operator on the day indicated by the date following the signature of the committeeman, on which it was signed. Form Cotton-509 is the notice referred to in sec. 203 of the Review Regulations (38-AAA.-2) and any application for a review of the quota must, as set forth in Sec. 300 of the Review Regulations, be made within 15 days after the mailing of the notice.

(b) The copy, bearing the signature of the county committeeman and the date thereof, that is, the date on which it was signed and mailed, shall be placed in the folder for the farm or placed in a binder in the numerical order of the farm serial numbers.

(c) A copy of the executed form Cotton-509, duly certified as true and correct by a member of the county committee or the secretary or treasurer thereof, will, upon request, be furnished without charge to any person who as operator, landlord, tenant, or sharecropper is interested in the cotton produced in 1941 on the farm.



(4) Revision in amount of acreage allotment or  
normal yield

If either the cotton acreage allotment or the normal yield per acre of lint cotton for any farm is revised after the notice on form Cotton-509 was mailed to the operator of the farm, a new notice on form Cotton-509, showing the revised cotton acreage allotment, or normal yield, or both, as the case may be, and the changed amount of the farm marketing quota as expressed in terms of the normal production of the farm acreage allotment will be prepared as outlined in paragraph (2) and distributed as outlined in paragraph (3), with the exception that the word "Revised" will be typed in the heading of form Cotton-509 and the notice will be accompanied by a brief letter stating that this notice supersedes the former notice and giving the reasons therefor, and the copy of the revised notice and the letter of explanation will be securely attached to the copy of the previous notice which is filed in the county office.

(5) New farms for which quotas are not established

In case a 1941 farm acreage allotment and marketing quota are not established for any new farm on which cotton is planted in 1941 because application therefor was not made within the prescribed time limit, the farm operator will be given a notice on form Cotton-509 as otherwise provided in this section, with the exception that the word "None" will be entered in the spaces thereon for showing the farm acreage allotment, normal yield, and normal production of the farm acreage allotment.

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February 3, 1941

UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION

## Southern Division

INSTRUCTIONS FOR DETERMINING 1941 FARM COTTON ACREAGE ALLOTMENTS AND  
NORMAL YIELDS

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Section 1. Eligible farms. - A cotton acreage allotment and normal yield shall be determined for each farm on which cotton was planted during any one or more of the years 1938, 1939, or 1940, and also for farms on which cotton will be produced in 1941 for the first time since 1937 and for which an application for an allotment is made in writing within the prescribed time limit.

Section 2. County office instructions. -

A. GENERAL

All acreage and yield data to be listed on Form Cotton 510, "1941 Farm Cotton Acreage Allotments, Yields, and Marketing Quotas" (hereinafter referred to as Form 510) shall be obtained from Form SR-301, "Farm Work Sheet" (hereinafter referred to as Form SR-301). Entries in column E, Section I, Form SR-301, shall be made in accordance with the instructions contained in Part X of SRB-402, and entries in line 4, column E, and line 4, column F, table 1, Form SR-301, shall be made in accordance with the instructions contained in Section 11 hereof, prior to tabulation of data on Forms 510.

Data for farms shall be tabulated in three separate groups; namely, (1) group 1-A, which will include data for all farms on which the highest cotton acreage (including diverted acres) in any of the three years 1938, 1939, and 1940 was 5.0 acres or more; (2) group 1-B which will include data for all farms on which the highest cotton acreage (including diverted acres) in any of the years 1938, 1939, and 1940, was less than 5.0 acres; and (3) group C-2, which will include data for farms on which cotton will be produced in 1941 for the first time since 1937. (Farms classified in group C-2 in 1940 and on which cotton was produced in 1940 shall be included in the applicable group 1-A or 1-B in 1941. Farms classified in group 1-A or 1-B in 1940, but on which no cotton has been planted since 1937, will be included in group C-2 in 1941 if eligible for an allotment in 1941).

The tabulations shall be prepared on form 510 as follows:

B. TABULATION OF DATA FOR FARMS IN GROUP 1-B

All data for group 1-B farms shall be tabulated first. Enter in the spaces provided on each Form 510 the page number, the name of the county 1/ and State, and the group symbol (1-B). Columns 1 through 4 and 11 through 13 shall be filled out in accordance with the following instructions:

Column number and heading	Source of information
1. 1940 serial number	Form SR-301
2. 1941 serial number	Form SR-301, if renumbered for 1941
3. Name of operator	Form SR-301

1/ The word "county" as used herein means county, parish, or administrative area, if any.



Column number and heading	Source of information
4 through 10.	Columns 4, 5, and 6 are to be executed in accordance with applicable 1941 marketing quota instructions and columns 7, 8, 9, and 10 are to be executed in accordance with instructions herein
11. Tilled acreage	Line 1, column E, Section I, Form SR-301
12. Tilled acreage adjusted	Line 2, column E, Section I, Form SR-301
13. Maximum farm acreage allotment <u>2/</u>	Largest of entries in lines 2, 3, and 4, column E, table 1, Form SR-301

2/ Column heading on each page of the tabulation shall be changed as indicated.

All other columns shall be left blank on the tabulation for farms in group 1-B. The acreages entered in column 13 shall be checked to make certain that each is less than 5.0 acres, after which columns 12 and 13 shall be summarized and the county totals entered on Form SR-528 in accordance with instructions in subsection D of this section 2. The number of farms on each page shall be ascertained and entered in column 1. The total number of farms in the county shall be entered on the last page in column 1.

#### C. TABULATION OF DATA FOR FARMS IN GROUP 1-A

After data for farms in group 1-B have been tabulated, data for all group 1-A farms shall be tabulated. Enter in the spaces provided on each Form 510 the page number, the name of the county and State, and the group symbol (1-A).

Data for farms in group 1-A shall be tabulated on Forms 510 in accordance with the following instructions:

Column number and heading	Source of information
1. 1940 serial number	Form SR-301
2. 1941 serial number	Form SR-301, if renumbered for 1941
3. Name of operator	Form SR-301

Column number and heading	Source of information
4 through 10.	Columns 4, 5, and 6 are to be executed in accordance with applicable 1941 marketing quota instructions and columns 7, 8, 9, and 10 are to be executed in accordance with instructions herein
11. Tilled acreage	Line 1, column E, Section I, Form SR-301
12. Tilled acreage adjusted	Line 2, column E, Section I, Form SR-301
13. Highest cotton acreage (Actual plus diverted)	Largest of entries in lines 2, 3, and 4, column E, Table 1, Form SR-301
21. One-half 1937 planted plus diverted acreage	Line 1, column F, table 1, Form SR-301

The number of farms on each page shall be ascertained and entered in column 1 for such page. The total number of farms for the county shall be entered on the last page below column 1.

#### D. PREPARATION OF FORM SR-528

Form SR-528, "County Data, Computation and Summary Sheet of Cotton Allotments" (hereinafter referred to as Form SR-528) will be furnished by the State office with the 1941 county allotment data entered in items 1 through 4. The county office shall make entries only in items 5 through 11 and item 13 of Form SR-528. Such entries shall be made as follows:

(1) Enter in item 5 the county total of column 13, Form 510, for group 1-B farms.

(2) Enter in item 6 the number of farms listed on Form 510 for group 1-B farms.

(3) Enter in item 7 the acreage obtained by subtracting item 5 from item 4. Enter zero when item 5 exceeds item 4.

(4) Enter in item 8 the total number of farms listed on Form 510 for group 1-A farms.

(5) Enter in item 9 the number of acres obtained by multiplying the entry in item 8 by 5 acres.

(6) Enter in item 10 the maximum reserve for 5- to 15-acre farms determined by multiplying item 1 minus item 5 minus item 9 by .03. Enter zero if item 9 exceeds item 1 minus item 5.

(7) Enter in item 11 the reserve recommended by the county committee in accordance with instructions in subsection E below.

(8) Enter in item 13 the total of column 12 for group 1-B farms.

E. DETERMINATION OF RESERVE FOR 5- to 15-ACRE  
GROUP 1-A FARMS

The Agricultural Adjustment Act of 1938, as amended, provides that not more than 3 percent of the county allotment (after certain deductions) shall be allotted to farms in group 1-A which otherwise would receive allotments of not more than 15 acres. The maximum allotment available in the county for this purpose is the acreage in item 10 of Form SR-528.

In recommending a reserve for 5-to 15-acre farms the county committee shall take into consideration the number of these farms as well as the relationship of the actual plus diverted acres to the allotment based on tilled acres for these farms. The reserve recommended by the county committee in item 11, Form SR-528, shall generally not be less than 20 percent nor more than 80 percent of item 10.

F. TABULATION OF DATA FOR FARMS IN GROUP C-2

The tabulation of data for farms in group C-2 will not begin before January 1, 1941, by which time, in the vast majority of cases, arrangements will have been made for producing cotton in 1941. The operator of each such farm must advise the county committee promptly, as soon as the intention to plant has been formed, that cotton will be produced thereon in 1941 for the first time since 1937 and make application in writing on Form Cotton 509-C within the prescribed time limit for a specified cotton acreage allotment for the farm. The requested 1941 cotton acreage allotment for each group C-2 farm shall be entered and designated above the word "Cotton", table 1, Form SR-301.

In the case of new farms (that is farms not operated at all in 1940, and on which cotton will be produced in 1941 for the first time since 1937) the county committee shall determine the tilled acreage and the tilled acreage adjusted. Such determination shall be based upon the operator's report, adjusted by the county committee, if necessary, of the acreage of crops to be planted on the farm in 1941. Both Forms SR-301 and SR-412 shall be used for this purpose and shall be identified by the expression "New Farm" entered immediately to the left of the State and county code and serial number.

In determining the acreage of tilled land for group C-2 farms, the county committee may include any acreage planted to crops in the fall of 1940 and which was not classified as tilled acreage on the performance report.



Enter in the spaces provided on each Form 510 the page number, the name of the county and State, and the group symbol (C-2). Forms 510 shall be filled out in accordance with the following instructions:

Column number and heading	Source of information
1. 1940 serial number	Form SR-301
2. 1941 serial number	Form SR-301, if renumbered for 1941
3. Name of operator	Form SR-301
4. through 10.	Columns 4, 5, and 6 are to be executed in accordance with the applicable 1941 cotton marketing quota instructions and columns 7, 8, 9, and 10 are to be executed in accordance with instructions herein.
11. Tilled acreage	Line 1, column E, Section I, Form SR-301
12. Tilled acreage adjusted	Line 2, column E, Section I, Form SR-301
13. Requested 1941 cotton acreage allotment <u>1/</u>	Above table 1, Form SR-301
15 (b). Recommended 1941 acreage allotment <u>1/</u>	As recommended by the community committee but not in excess of column 13
16 (b). Recommended 1941 acreage allotment <u>1/</u>	As recommended by the county committee but not in excess of column 13

1/ Column heading on each page of the tabulation shall be changed as indicated.

In recommending a cotton acreage allotment for farms in group C-2 community and county committees shall take into consideration and give reasonable weight to each of the following: the land, labor, and equipment available for the production of cotton; crop rotation practices; the soil and other physical factors affecting the production of cotton; and the cotton acreage allotments determined for similar farms in group 1-B and not more than 50 percent of the allotments for similar farms in group 1-A. The acreage on the farm suitable for growing cotton which is being tilled, or has been tilled in the previous year, will reflect the several factors to be taken into consideration and will form the basic index of the farm's capacity for cotton production.

If the operator of any farm advises the county committee after February 1, 1941, but prior to the prescribed time limit approved by the State committee, that cotton will be produced on his farm in 1941 for the first time since 1937, data for such farm shall be listed on a supplemental tabulation but such operator shall be informed that, in view of his belated notice, there is no certainty that an allotment can be made

to his farm and that if any allotment is made it may be considerably less than it would have been if he had given notice by February 1, 1941. Such supplemental tabulations for group C-2 farms shall be transmitted to the State office on the first of each month.

#### G. TRANSMITTAL TO STATE OFFICE

After acreage data have been listed on Form 510 for groups 1-A and 1-B farms as provided in this section 2, the members of the county committee shall indicate their approval of such data by entering their signatures and the date in the spaces provided on each page of the tabulations for groups 1-A and 1-B farms. After data for allotments have been tabulated on Form 510 and the necessary computations have been made on Form SR-528, the field audit clerk from the State office shall review Forms 510 to determine that the entries have been correctly transcribed from Forms SR-301. After his approval has been obtained, Forms 510 and Forms SR-528 shall be transmitted to the State office for final determination of farm allotments.

After acreage data have been listed on Form 510 for group C-2 farms, the members of the county committee shall indicate their approval of such data by entering their signatures and the date in the spaces provided on each page of the tabulation for group C-2 farms. The tabulation for group C-2 farms shall be transmitted to the State office as soon as the tabulation is completed, but in no event later than February 1, 1941.

#### H. DETERMINATION OF FARM NORMAL YIELDS OF COTTON FOR ALL FARMS

##### (1) General

The county committee, with the assistance of the community committees, shall determine the normal yield for each farm for which a 1941 cotton acreage allotment is determined. In determining 1941 normal yields farms shall be classified in three separate groups in accordance with the instructions in section 11 hereof.

If reliable records of the actual yield for each year are presented by the farmer or are available to the committee, the normal cotton yield shall be the actual average yield of cotton per acre for the five years 1936-1940, inclusive, adjusted for abnormal weather conditions.

If for any year of such five-year period records of the actual yield are not available or there was no cotton planted on the farm in such year, the normal yield for the farm shall be the yield which the county committee determines to be the yield which was or could reasonably have been expected on the farm for such five-year period, on the basis of all available facts, including the yield customarily made on the farm, weather conditions, type of soil, drainage, production practices, and general fertility of the land.

The distribution of the 1941 preliminary farm yields shall conform with the approved 1941 distribution determined for the county in Section I, Form SR-530, which shall be furnished the county office by the State office prior to the determination of 1941 farm yields by the county committee.

Such approved distribution shall be based on the distribution of 1936-1940 unadjusted average yields, or a more representative period if the 1936-1940 yields do not reflect a proper distribution of yields, for sample farms in each county and shall be determined in the State office and approved by the Southern Division.

(2) Committee recommendations

After the 1936-1940 average yields of cotton have been computed in accordance with instructions in section 11 of this Bulletin, the county committee, with the assistance of the respective community committee, shall enter in line 8, column H, table 1, Form SR-301, its preliminary normal yield for the farm for 1941, taking into consideration all available facts including the yield customarily made on the farm, weather conditions, type of soil, drainage, production practices, and general fertility of the land. Normal yields for 1941 for farms shall be determined as follows:

Group 1 farms. - The yield to be entered in line 8, column H, Form SR-301, for group 1 farms shall be the entry in line 8, column G, unless the county committee determines that an upward adjustment is necessary because of unfavorable weather conditions affecting the yield of cotton on the farm in one or more years during the period 1936-1940. An abnormally low yield for any year will be reflected in the respective line in column D, but the committee through their knowledge of local weather conditions during the respective year (s) shall determine whether such low yield (s) resulted because of unfavorable weather. If it is determined that an upward adjustment is necessary, such adjustment shall be made on the basis of the factors outlined above and the adjusted yield entered in line 8, column H. If no upward adjustment is made, enter in line 8, column H, the entry in line 8, column G.

Group 2 farms. - The yields in column D for group 2 farms are computed on the basis of accurate acreage measurements and reasonably good reports of production for each year of the period, with the possible exception of the 1936 production in line 3, column B. If the 1936 production for any farm has not been adjusted, it shall be adjusted, if necessary, in accordance with such instructions.

If the committees believe that the yield in line 8, column G, is below the normal yield for the farm, they shall make their upward adjustment in line 8, column H, based upon the factors outlined above. No downward adjustment in yields shall be made for group 2 farms.

If the committees determine that the yield in line 8, column G, should not be adjusted upward, the yield in line 8, column G, shall be transferred to line 8, column H.

Group 3 farms. - After the preliminary farm yields have been determined for groups 1 and 2 farms and for those group 3 farms having records of annual yields for each year of the five-year period as provided herein, the worksheets for such farms should be separated by communities and grouped according to the yield ranges on Form SR-530 in which the county committee's recommended yield is included. The county



committee should base its recommended yield for each of the remaining group 3 farms on the preliminary yields established for such grouped farms which are comparable, taking into consideration the factors outlined below with respect to determining cotton yields.

The committees shall appraise a normal yield for each group 3 farm on the basis of all available facts, including the yield customarily secured on the farm, as indicated by the yield (s) shown in column D for any year (s), weather conditions, type of soil, drainage, production practices, and general fertility of the land. The appraised normal yield for any farm shall compare with the yields recommended for groups 1 and 2 farms and with the yields appraised for other group 3 farms in the same community which are similar with respect to such factors. The appraised yield for the farm shall be entered in line 8, column H.

Since the preliminary normal yield for each farm in the county is determined on the basis of the data for such farm, the weighted average yield for all farms in the county will be adjusted to the county normal yield by the State office by making a pro rata adjustment of the preliminary yields as provided in section 3 hereof. Therefore, the committees shall not adjust individual farm yields in any group in order that the weighted average of the preliminary yields will equal the normal yield established for the county.

After preliminary yields have been entered in line 8, column H, Form SR-301, for all cotton farms in the county, Form SR-530 shall be prepared as provided in (3) below. If further adjustments are required upon examination of Form SR-530, the committees shall make the required adjustments in the preliminary yields in line 8, column H.

The final yield for all farms will be determined by the State office by making a pro rata adjustment in the preliminary yields of the committee in order that the weighted average yield for all farms in the county shall conform to the approved county normal yield, except that the final yield for group 1 farms will not be less than the yield shown in line 8, column G. After yields have been approved by the State office they shall be entered in line 8, column I, table 1, Form SR-301, in accordance with the instructions in section 11 hereof.

(3) Preparation of Form SR-530, Sections II through IV

Sections II through IV of Form SR-530 shall be prepared in triplicate in the county office in accordance with the following instructions.

(a) An item count shall be made of the number of group 1, 2, and 3 farms in each yield range, and the number of farms shall be entered in the appropriate line in columns 2, 4 and 6, respectively.

(b) The total number of farms in each range, as shown in columns 2, 4, and 6 shall be entered in column 8.

(c) Enter in the line designated "Total" the totals of columns 2, 4, 6, and 8. The total of column 8 must equal the sum of the totals of columns 2, 4, and 6.

The item counts for each group may be best made by setting up a tally sheet showing the same yield ranges as Form SR-530.

After Form SR-530 has been prepared, the number of farms in each yield range shall be compared with the approved number for such range on Form SR-530. If found correct, the county committee shall indicate its approval in the spaces provided and the original copy of Form SR-530 shall then be transmitted to the State office for review and approval.

#### (4) Execution of column 8, Form 510

After the county office has received approval of the frequency distribution on Form SR-530, the entry in line 8, column H, Form SR-301, shall be transferred to the appropriate line in column 8 (b), Form 510. For group 1 farms only, the yield in line 8, column G, shall be entered in column 8 (a), Form 510, on the appropriate line.

The final yield for all farms will be determined by the State office by making a pro rata adjustment in the preliminary yields of the committee in order that the weighted average yield for all farms in the county shall conform to the established county normal yield, except that the final yield for group 1 farms will not be less than the yield shown in line 8, column G.

#### I. TRANSMITTAL TO STATE OFFICE

After yield data have been listed on Form 510 and Form SR-530 has been approved by the State office as provided in this section 2, the members of the county committee shall indicate their approval of such data by entering their initials and the date immediately above column 8. After data for yields have been tabulated on Form 510, the field audit clerk from the State office shall review Forms 510 to determine that the entries have been correctly transcribed from Forms SR-301. After his approval has been obtained, Forms 510 shall be transmitted to the State office for final determination of farm normal yields.

Section 3. State office procedure for determining final farm cotton acreage allotments and yields. When Forms 510 and SR-528 are received in the State office, all the basic data necessary for determining 1941 cotton acreage allotments will have been entered on the listing sheet. The State office shall determine that the maximum reserve for 5- to 15-acre farms has been correctly determined on Form SR-528.

#### A. ALLOTMENTS FOR GROUP 1-B FARMS

The State office shall determine that each acreage in column 13, Form 510, is less than 5.0 acres and shall also determine that the totals of columns 11, 12, and 13 are correct and correctly entered in the appropriate items on Form SR-528. If item 7 of Form SR-528 is equal to or greater than item 9, the entry in column 13 will be the final cotton acreage allotment for each farm and shall be transferred to column 22.

B. ALLOTMENTS FOR GROUP 1-A FARMS

Enter in column 20 on each line the result obtained by multiplying the entry in column 11 on that line by 40 percent. Columns 11, 12, 13, and 20, Form 510, shall then be summarized. The entries in items 5 and 13, Form SE-528, shall be checked with the totals of columns 13 and 12, Form 510, respectively, for group 1-B farms.

Items 2, 3, 4, 14, and 15 of Form SE-528 shall then be determined as follows: Enter in item 2 the acreage, if any, for the county in column 6 or 7, Table VI, section 4 C hereof. Enter in item 3 the acreage, if any, for the county in column 11 or 12, Table VII, section 4 C hereof. Enter in item 4 the sum of the entries in items 1, 2, and 3. If no entries are made in items 2 and 3 transfer the entry in item 1 to item 4. Enter in item 14 the county total of column 12, Form 510, for group 1-A farms. Enter in item 15 the sum of items 13 and 14.

(1) Preliminary tilled acreage factors. - The county cotton factors necessary in apportioning the county allotment to farms shall be determined on Form SE-528 as follows:

(a) County cotton ratio. - Enter in item 16 the result obtained by dividing item 4 minus item 11 by item 15. The decimal fraction resulting is the county cotton ratio and shall be carried at least four places beyond the decimal point.

(b) First factor. - Enter in item 17 the result obtained by dividing item 4 minus item 11 by item 14. The decimal fraction resulting is the first county factor and shall be carried at least four places beyond the decimal point. Enter in item 18, 99.5 percent of the entry in item 17.

(2) First indicated allotment. - The larger of (a) the county cotton ratio (item 16) or (b) 99.5 percent of the first factor (item 18) shall be entered in the heading of column 14 and shall be applied to the tilled acreage adjusted, column 12, for each farm in group 1-A and the result entered in column 14. The factor entered in the heading of column 14 shall also be applied to each page total of column 12 and the result entered in the box below column 14 on that page. Each page total of column 14 shall be compared with the entry in the box below column 14 and if the difference between these two entries is more than 1 or 2 acres, the computation of the entries in column 14 and the page total of column 14 shall be rechecked.

(3) Columns 15 (b) and 16 (b), Form 510. - There will be only one acreage entered in each line in columns 15 (b) and 16 (b). For example, if an acreage is entered in line 2, column 15 (b), no entry will be made in column 16 (b) in that line. The entry in column 13 in each line shall be compared with the entry in column 14 in that line and one of these entries (or 5.0) transferred to either column 15 (b) or 16 (b) in accordance with the following instructions.



Column number and heading	Source of information
15(b) 5-acre minimum and limited by highest cotton acreage	If the entry in column 14 is less than 5.0, enter 5.0 in column 15 (b). If the entry in column 13 is smaller than the entry in column 14, transfer the entry in column 13 to column 15 (b). For example, if the entry in column 13 is 12.6 and the entry in column 14 is 14.2 enter 12.6 in column 15 (b).
16(b) Limited by tilled acreage	If the entry in column 14 is smaller than the entry in column 13 (but not less than 5.0 acres), transfer the entry in column 14 to column 16 (b). For example, if the entry in column 14 is 22.0 and the entry in column 13 is 39.2, enter 22.0 in column 16 (b).

Columns 14 through 16 shall be summarized and the page totals entered in the spaces provided. A county summary shall be made of columns 11 through 16 by entering the totals of each page on a Form 510 with the words "County Summary" entered in the space provided for the group symbol. The page numbers shall be entered in column 1 and the number of farms listed on each page entered in column 3.

(4) Preliminary second factor. - It will be necessary for the State office to compute a preliminary second factor for each county. The preliminary second factor shall be determined on Form SR-528 as follows:

Enter as item 19, Form SR-528, the county total of column 15 (b) for group 1-A farms. Enter as item 20 the county total of column 16 (b) for group 1-A farms. Enter as item 21 the estimated tilled acreage adjusted for group 1-A farms obtained by dividing the entry in item 20 by item 16 or 18, whichever is entered in the heading of column 14, Form 510. Enter as item 22 the result of item 7 minus item 11 minus item 19. Enter as item 23 the result obtained by dividing item 22 by item 21. The resulting decimal fraction is the preliminary second factor and shall be carried at least 4 places beyond the decimal point.

If the amount of the 4 percent State reserve is not sufficient to make full allotments pursuant to Section 344 (g) (1) and (2) of the Act, subsections B (5) and B (6) of this section 3 shall be disregarded for counties for which (a) the county cotton ratio is entered in the heading of column 14 and is in excess of the preliminary second factor (item 23) and (b) the county cotton ratio would be entered in the heading of column 17, in accordance with the instructions in paragraphs (c) and (d) of subsection B (5) of this section 3. A final second

factor for such counties shall be determined in accordance with section 4, subsection A or B, whichever is applicable.

(5) Final second factor. - It will be necessary to determine a final second factor if (1) the preliminary second factor exceeds 100.5 percent of the factor entered in the heading of column 14 or (2) both the preliminary second factor and the county cotton ratio are less than 99.5 percent of the factor entered in the heading of column 14.

(a) If the preliminary second factor is between 100.6 percent and 110.0 percent, inclusive, of the factor entered in the heading of column 14, it will be the final second factor and will be entered in the heading of column 17.

(b) If the preliminary second factor is more than 110.0 percent of the factor entered in the heading of column 14, a final second factor shall be determined as follows:

(i) Determine the percentage which the preliminary second factor is of the factor entered in the heading of column 14. (Carry out one place beyond the decimal point.)

(ii) The percentage obtained under (i) shall be applied to each entry in column 16 (b) and the amount, if any, by which the result exceeds the entry in column 13 shall be entered in column 16 (a). Enter as item 26 of Form SR-528 the total of column 16 (a).

(iii) The percentage obtained under (i) shall be divided into 5.0 to obtain the acreage breaking point for farms for which the allotment will be at least 5.0 acres when the second factor is applied.

(iv) Multiply each entry in column 14 which is between the figure obtained under (iii) and 5.0 acres by the percentage obtained under (i) and enter in column 15 (a) the amount by which the result exceeds 5.0 acres. Enter as item 25 of Form SR-528 the total of column 15 (a).

(v) Enter as item 27 the fraction resulting by dividing the sum of item 22 and item 26 minus item 25 by item 21. The resulting decimal fraction is the final second factor and shall be carried at least four places beyond the decimal point and entered in the heading of column 17.

(c) If both the preliminary second factor and the county cotton ratio are less than 99.5 percent of the entry in the heading of column 14, the larger of the county cotton ratio or the preliminary second factor will be the final second factor and will be entered in the heading of column 17 (except as provided in (d) below.)

(d) If the preliminary second factor is less than 90.0 percent of the factor entered in the heading of column 14 and is greater than the county cotton ratio (item 16, SR-528), a final second factor shall be determined as follows:

(i) Determine the percentage which the preliminary second factor is of the factor entered in the heading of column 14. (Carry out one place beyond the decimal point.)

(ii) The percentage obtained under (i) shall be applied to the entry in column 14 for each farm with an entry in column 15 (b) and the amount, if any, by which the result or 5.0 acres, whichever is greater, is less than the entry in column 15 (b) shall be entered in column 15 (a). Enter as item 25 of Form SR-528 the county total of column 15 (a).

(iii) The percentage obtained under (i) shall be divided into 5.0 to obtain the acreage breaking point for farms for which the indicated allotment will be less than 5.0 acres when the second factor is applied.

(iv) Multiply each entry in column 16 (b) which is between the figure obtained under (iii) and 5.0 acres by the percentage obtained under (i) and enter in column 16 (a) the amount by which the result is less than 5.0 acres. Enter as item 26 of Form SR-528 the county total of column 16 (a).

(v) Enter in item 28 the fraction resulting by dividing the sum of item 22 and item 25 minus item 26 by item 21. The resulting decimal fraction is the final second factor and shall be carried at least four places beyond the decimal point. The larger of (1) item 16 or (2) item 28 shall be entered in the heading of column 17.

(6) Application of final second factor. - If there is an entry in column 15 (a) or 16 (b), the factor entered in the heading of column 17 shall be applied to the entry in column 12 in that line and the result or the entry in column 13, whichever is smaller (but not less than 5.0 acres), entered in column 17. For all other lines transfer the entry in column 15 (b) to column 17. In all cases, the total of column 17 plus item 11, Form SR-528, (adjusted if necessary) must, except where the county cotton ratio is used in accordance with paragraphs (c) or (d) of subsection B (5) above, equal item 7.

If it is not necessary to apply a second factor, the farm acreage allotments indicated by the first factor will be shown in columns 15 (b) and 16 (b), in which case the respective entry shall be transferred to column 18. The total of column 18 must equal in such cases the total of columns 15 (b) and 16 (b). The acreage by which the total



of column 18 plus item 11 exceeds item 7 is the acreage apportioned pursuant to Section 344 (g) (1) and (2) of the Act.

(7) County committee upward adjustment of group 1-A farms. - After the indicated acreage allotments for all farms have been entered in column 17 or 18 of Form 510, the State office shall return the tabulation for group 1-A farms to the county office and notify the county committee of the reserves in items 11 and 12, Form SR-528, so that the county committee may distribute the reserve for 5- to 15-acre farms and the reserve, if any, for farms with indicated allotments of 15 acres or more. The State office should instruct the county committee as follows:

(a) 5- to 15-acre farms. - Each farm for which the entry in column 17 or 18 is less than 15 acres is eligible to receive an additional allotment from the 5- to 15-acre reserve, but the total allotment for any such farm cannot exceed the entry in column 13, or 15.0 acres, whichever is smaller. In making these additional allotments the county committee shall enter in column 19 (a) that part of the reserve which is to be added to the farm acreage allotment. The total of the entries in column 19 (a) shall be obtained, and if it is equal to or slightly less than the approved reserve for 5- to 15-acre farms the county office shall enter in column 19 (c) for such farms the sum of the entries in column 17 or 18 and the entry in column 19 (a), except as provided in (b) below.

(b) Farms with indicated allotments of 15 acres or more (and all group 1-A farms in counties for which the maximum reserve for 5- to 15-acre farms is less than 100 acres.) - If the county has received an additional allotment from the 4 percent State reserve, each farm with an entry in column 17 or 18 (plus the entry in 19 (a), if any) of 15 acres or more (or each farm in group 1-A in any county for which the maximum reserve for 5- to 15-acre farms is less than 100 acres) is eligible to receive an additional allotment, but the total allotment for any such farm cannot exceed the entry in column 13, or the entry in column 20, whichever is smaller. In making these additional allotments the county committee shall enter in column 19 (b) that part of the reserve which is to be added to the indicated farm acreage allotment. Such increases should be made only to farms receiving allotments which are inadequate and not representative in view of past production of cotton on the farm.

Those farms receiving allotments which represent the smallest percent of the average acreage of cotton on the farm in the past should be considered first and other farms thereafter in the order of the inadequacy of the indicated allotment. For example, three farms - A, B, and C - each has an entry in column 13, Form 510, of 50 acres. Farm A has received an indicated allotment of 20 acres; farm B, an indicated allotment of 25 acres; and farm C, an indicated allotment of 30 acres.

Farm A would be entitled to consideration before either farm B or C in distributing the acreage under this paragraph, and farm B would be entitled to consideration after farm A but before an additional allotment is made to farm C. Additional allotments under this paragraph should be made only to farms for which the indicated allotment represents an acreage substantially less than that which is considered to be adequate as compared to the usual acreage on the farm.

The total of the entries in column 19 (b) for farms receiving additional allotments from such additional acreage shall be obtained and, if it is equal to or slightly less than the reserve for such farms, the county office shall enter in column 19 (c) the sum of the entries in columns 17 or 18, 19 (a), and 19 (b). The county total of column 19 (c) must not exceed the sum of the county totals of columns 17 or 18, 19 (a), and 19 (b).

(8) Minimum acreage allotments. - Upon receipt of the tabulation from the county office after the reserves have been distributed, the State office shall enter in column 22 the farm acreage allotment, which will be the larger of -

(a) the entry in column 19 (c), or

(b) the entry in column 21 but not in excess of the entry in column 20.

Page totals for all columns shall then be obtained and entered on the county summary in order that the total acreage allotments and the amount of acreage allotted from the 4-percent reserve may be properly accounted for.

(9) Completion of Form SR-528. - Items 29 through 41 shall be determined as follows:

Transfer item 4 to item 29; enter as item 30 the total of column 17 or 18, whichever is applicable, Form 510. Enter as item 31 the sum of items 5, 11, and 30. Enter as item 32 the acreage resulting from subtracting item 29 from item 31. Enter as item 33 the sum of items 2, 3, and 12. Enter as item 34 the sum of items 32 and 33. Enter as item 35 the county total of column 19 (c), Form 510, for group 1-A farms. Enter as item 36 the county total of column 22, Form 510, for group 1-A farms. Enter as item 37 the acreage resulting from subtracting item 35 from item 36. Leave items 36 (a) and (b) blank. Enter as item 38 the sum of items 36 and 5. Enter as item 39 in the indicated spaces, county totals of column 11, Form 510, for group 1-A and 1-B farms. Enter as item 40 in the indicated spaces county totals of column 13, Form 510, for groups 1-A and 1-B farms. Enter as item 41 in the indicated spaces county totals of column 21, Form 510, for groups 1-A and 1-B farms.

After all items have been completed on Form SR-528, members of the state office shall enter their signatures and the date in the spaces provided. A copy of Form SR-528 shall be transmitted to the Southern Division in accordance with instructions in subsection E below.

C. ALLOTMENTS FOR GROUP C-2 FARMS

The State office shall enter in column 17, Form 510, the result obtained by multiplying the entry in column 12 by 50 percent of the final factor used in determining allotments for group 1-A farms. Column 18 shall be used to enter the indicated farm cotton acreage allotments of less than 5.0 acres and column 19 (c) shall be used to enter indicated allotments of 5.0 acres or more.

Columns 17, 18, and 19 (c) shall be filled out in accordance with the following instructions:

Column number and heading <u>1/</u>	Source of information
17. Tilled acreage adjusted times 50 percent of <u>final</u> factor	Column 12 times 50 percent of final factor in heading of column 14 or column 17, whichever is applicable, of the tabulation for group 1-A farms
18. Indicated 1941 farm acreage allotments of less than 5.0 acres	If the entry in column 16 (b) is less than 5.0 acres, transfer such entry to column 18
19 (c) Indicated 1941 farm acreage allotments of 5.0 acres or more	For farms for which an entry is not made in column 18, transfer the entry in column 16 (b) or 17, whichever is smaller, but not less than 5.0 acres to column 19 (c).

1/ Column headings on each page of the tabulation should be changed as indicated.

The counties receiving an additional acreage allotment from the 4-percent State reserve (pursuant to Section 4 C (3) hereof) because of a reduction in the 1941 county cotton factor due to allotments to farms which were group C-2 farms in 1938, 1939, or 1940, a minimum factor shall be computed and the larger of such factor or 50 percent of the final county factor shall be used for this purpose only. The minimum factor for this purpose will not be more than 50 percent (a smaller percentage may be approved by the State committee) of the result obtained by dividing the sum of (1) the original county allotment (item 1, Form SR-528) and (2) that part of the additional acreage allotted from the 4-percent State reserve because of a reduced county cotton factor resulting from allotments to 1938, 1939, and 1940 group C-2 farms (item 3, Form SR-528) by the total tilled acreage adjusted for group 1-A and 1-B farms (item 15, Form SR-528).



In counties in which there are no group 1-A farms, not more than 50 percent (a smaller percentage may be approved by the State committee) of the final county cotton factor for the nearest county with similar conditions with respect to cotton production shall be used for this purpose.

Data for all columns shall be summarized by counties for all group C-2 farms in the State before any allotments for such farms are released to counties. The State committee shall review the county totals of the indicated allotments as well as the data for individual farms. If it is found that the county committee recommendations in any county have not been on an equitable basis, as compared with county committee recommendations in other counties, such committee shall be instructed to review its recommendations of acreage allotments for group C-2 farms. After all corrections, if any, have been made a State summary shall be prepared by crop reporting districts. The total of column 18 shall be added to the total of column 19 (c) for all group C-2 farms and the result compared with the State reserve for new growers. If such sum is equal to or less than the State reserve for group C-2 farms, the allotments in columns 18 and 19 (c) shall be transferred to column 22.

If the sum of column 18 plus column 19 (c) for the State exceeds the State reserve for group C-2 farms, it will be necessary to adjust the acreage shown in columns 18 and 19 (c) to eliminate the excess. Adjustments in these entries shall be made as follows:

At the top of the State summary for group C-2 farms enter as item 1 the State reserve for group C-2 farms. As item 2 enter the State total of column 18. As item 3 enter the result of item 1 minus item 2. As item 4 enter the acreage derived by multiplying by 5.0 acres the number of farms for which an entry is shown in column 19 (c). As item 5 enter the result of item 3 minus item 4. In the space to the right of item 1 enter the State total of columns 18 and 19 (c), and to the right of item 3 enter the State total of column 19 (c).

Allotments shall then be adjusted in accordance with (1) or (2) below, whichever is applicable.

(1) Item 4 is greater than item 3. - If item 4 is greater than item 3, the sum of item 2 and item 4 shall be divided into item 1 (State reserve for group C-2 farms). The resulting ratio should be carried at least three places beyond the decimal point and entered at the top of the listing sheet under the word "Group" and designated as "State Group C-2 Ratio." The entries in column 18 shall be multiplied by such ratio and the resulting products entered in column 22 on the respective lines. For all other group C-2 farms enter in column 22 the result obtained by multiplying 5.0 by such ratio. The entries in column 22 shall be summarized. The total of column 22 must not exceed the State reserve for new growers as shown in item 1. If the State reserve is not exceeded, the entries in column 22 will be the acreage allotments for group C-2 farms.

(2) Item 4 is less than item 3. - If item 4 is less than item 3, subtract item 4 from the State total of column 19 (c) and enter the remainder to the right of item 5. Divide item 5 by the entry to the right of such item. The resulting ratio shall be carried at least three places beyond the decimal point and entered at the top of the listing sheet under the word "Group" and designated as "State Group C-2 Ratio." That part of each entry in column 19 (c) which is in excess of 5.0 acres shall be multiplied by such ratio and to the resulting products add 5.0 and enter in column 22 on the respective line.

The entries in column 18 shall be transferred to column 22, and the total of the adjusted acreage allotments, as entered in column 22, must not exceed the State reserve for new growers as shown in item 1.

If, after allotments have been determined as indicated above, applications for allotments are filed for other group C-2 farms, allotments for such late farms shall be determined in accordance with the applicable procedure above.

#### D. ACCOUNTING FOR ALL ALLOTMENTS

The State office shall keep an accurate record of the county totals of all data in connection with 1941 cotton acreage allotments for farms on Form SR-528, and Form SR-529, "County Summary and Approval of Group C-2 Farm Cotton Acreage Allotments." Form SR-528 shall be transmitted to the Southern Division for each county as soon as allotments in both groups have been finally approved by the State office.

Two reports on Form SR-529 shall be prepared and transmitted to the Southern Division which are as follows: (1) summary of farm data as soon as allotments have been approved for group C-2 farms; and (2) summary of farm data for group C-2 farms as of June 1, 1941.

#### E. TRANSMITTAL TO COUNTY OFFICE

When acreage allotments for groups 1-A and 1-B farms have been approved by the State office, the State office shall detach the original copies of Forms 510 and return to the county office and instruct the county committee to notify operators of their 1941 farm cotton acreage allotments in accordance with section 9 B hereof. The carbon copies shall be filed in the State office until farm normal yields have been determined.

As soon as acreage allotments have been approved by the State office for group C-2 farms, the preceding instructions shall be followed in returning Forms 510 to the county office and notifying operators of the 1941 cotton acreage allotments.

#### F. DETERMINATION OF FINAL FARM NORMAL YIELDS

(1) Review of Form SR-530. - Upon receipt of Form SR-530 from the county office, the State office shall enter the percentage distributions in columns 3, 5, 7, and 9 and shall review the distribution of preliminary

ields and the number of farms in each group. If the distribution of the preliminary yields does not agree with the approved distribution for the county in Section I, Form SR-530, or the grouping of farms indicates that the preliminary yields have not been determined in accordance with the provisions of the 1941 program, the State office shall instruct the county office of the required changes. In such case another Form SR-530 shall be prepared after such change has been made and shall be submitted for approval as indicated above. If such grouping and distribution is found acceptable by the State office, the person reviewing the data shall enter his signature and the date in the spaces provided. Form SR-530 shall be returned to the county office with instructions to complete the tabulation of preliminary yields on Form 510, as provided in subsection H of section 2 hereof. When yields have been approved a copy of Form SR-530 for the applicable counties shall be transmitted to the Southern Division.

(2) Columns 7, 8 (b), 9, and 10, Form 510. - A frequency distribution shall be prepared of the yields in column 8 (b), Form 510, to determine that such yields are substantially in accord with the yields previously approved on Form SR-530. A random sample of the larger of (1) 10 percent of the farms in the county or (2) of the smaller of (a) 200 farms or (b) the total number of farms in the county shall be used in preparing such frequency distributions.

(a) Column 7. - Transfer the cotton acreage allotment in the appropriate line of column 22 to column 7 for each farm.

(b) Column 8 (b). - A cumulative total of the production extensions obtained by multiplying the final acreage allotments in column 7 by the preliminary yields in column 8 (b) for each page shall be entered in the box below column 8. The county total of such extensions shall be obtained by summarizing the page totals entered in the box below column 8 and shall be entered at the bottom of column 8 below the last page total. A county subtotal of the production extensions for group 1 farms for which the entry in column 8 (a) equals the entry in column 8 (b) shall be obtained and entered and encircled in the margin at the bottom of column 8 below the county total on the last page.

(c) Column 9. - If the weighted average of the preliminary yields shown in column 8 (b), Form 510, exceeds or is more than approximately one pound less than the county normal yield, it will be necessary to make a pro rata adjustment of all yields in columns 8 (b), except those for group 1 farms for which the entry in column 8 (b) equals the entry in column 8 (a). The weighted average of the preliminary yields in column 8 (b) shall be determined by dividing the county total of the production extensions by the total of the final acreage allotments in column 7. If such average yield does not exceed the approved county normal yield and is not more than approximately one pound less than the county normal yield, the yields in column 8 (b) shall be approved as final; in which case the amount, if any, by which such average yield is less than the normal yield multiplied by the total of the final acreage allotments in column 7 shall constitute a county production reserve for use in correcting errors.



If such average yield does not come within the above-mentioned limits, a yield adjustment factor shall be obtained as follows:

- (i) Deduct the encircled county subtotal of the production extensions from the county total of such extensions.
- (ii) A county production reserve shall be determined by the State office with the approval of the State committee. Such reserve shall be the amount which it is estimated is sufficient to provide for the correction of errors, which generally will be approximately one pound times the total of the final acreage allotments in column 7. Deduct the sum of (1) the county production reserve and (2) the encircled county subtotal of the production extensions from the product obtained by multiplying the total of the final acreage allotments in column 7 by the approved 1941 county normal yield.
- (iii) Compute the yield adjustment factor by dividing item (ii) by item (i) and enter the result, carried at least four places beyond the decimal point, in the heading of column 9. (If the yield adjustment factor exceeds 1,000, it shall be recomputed in accordance with the above steps except that in steps (i) and (ii) the county total of the production extensions shall be used rather than the difference in the total production extensions and the subtotal of the production extensions.)

Enter in column 9 the yield obtained by multiplying the yield in column 8 (b) by the county yield adjustment factor; but no yield will be entered less than the yield, if any, in column 8 (a).

(d) Column 10. - The 1941 normal production of the farm acreage allotment for each farm, which shall be determined by multiplying the yield in column 9 by the acreage allotment in column 7, shall be entered in column 10. The total production for each page shall be determined and entered in the space provided. The total production for the county shall be determined by summarizing the page totals and shall be entered in the margin below the last page total of column 10.

Determine the weighted average of the yields entered in column 9 by dividing the county total of the production in column 10 by the total of the final acreage allotments in column 7. If such weighted average yield does not exceed the approved county normal yield and is not more than approximately one pound less than such county normal yield, the production resulting from the

difference between the normal yield for the county and the weighted average of the yields in column 9 multiplied by the total of the final acreage allotments in column 7 shall be the county production reserve for use in correcting errors.

G. TRANSMITTAL TO COUNTY OFFICE

When normal yields for farms have been approved by the State office, the State office shall detach the first copies of Forms 510 from the last copies and retain the first copies in the State office. The original and last copies of Form 510 shall be returned to the county office and the county committee instructed to notify operators of their 1941 farm cotton acreage allotments, normal yields, and normal production of acreage allotments in accordance with section 9 C hereof. The county office shall be advised of the production reserve available for correction of errors in the county.

Section 4. Distribution of 4-percent State reserve. - The procedure for establishing allotments as set forth in sections 1 through 3 hereof shall be followed in all states where the 4-percent State reserve is sufficient to make full allotments pursuant to Section 344 (g) (1) and (2) of the Agricultural Adjustment Act of 1938, as amended, since allotments determined in accordance with such procedure automatically include allotments provided for in Section 344 (g) (1) and (2) of the Act. In such states subsections A and B of this section 4 shall be disregarded. Any necessary acreage of the 4-percent State reserve remaining after making full allotments pursuant to Section 344 (g) (1) and (2) may be used to increase allotments pursuant to Section 344 (g) (3) as provided in subsection C of this section 4.

In states in which the 4-percent State reserve is insufficient to make full allotments to Section 344 (g) (1) and/or (2), final farm acreage allotments for counties to which the instructions contained in subsections B (5) and B (6) of section 3 are not applicable will be determined in accordance with subsection A or B, whichever is applicable, of this section 4. Subsection C of this section 4 shall be disregarded in such states.

The 4-percent State reserve is to be allotted to counties and farms by allotting in the order named and insofar as the acreage available will permit (a) the additional acreage to be allotted pursuant to Section 344 (g) (1); the additional acreage to be allotted pursuant to Section 344 (g) (2); and (c) the additional acreage to be allotted pursuant to Section 344 (g) (3).

A. PURSUANT TO SECTION 344 (g) (1)

(The procedure outlined below will be used only in the event the 4-percent State reserve does not exceed the acreage required to make full allotments pursuant to Section 344 (g) (1) of the Act.)

Data for all counties in the state not receiving allotments in accordance with the instructions contained in section 3 hereof shall be summarized by crop-reporting districts as outlined in Table I.

TABLE I

	Acreage of 1-B farms (item 5, Form SR-528)	Number of 1-A farms 5.0 times acres (item 9 Form SR-528)	Total (cols. 2 + 3)	Adjusted county allotment (item 4, Form SR-528)	Excess acreage required for full exemption (col. 4 - 5)	Column 6 adjusted to 4-percent State reserve	Percentage factor (col. 5 ÷ col. 4)
1	2	3	4	5	6	7	8
Total							

The data necessary to execute table I shall be taken from the source indicated in the heading of each column. Entries in columns 6, 7, and 8 shall be made only when the entry in column 4 is in excess of the entry in column 5. After this determination has been made for each county, the total of the entries in column 6 will exceed the 4-percent State reserve if allotments are to be made pursuant to this subsection A and it will be necessary, therefore, to reduce the entries in column 6 pro rata for all counties to the amount of the 4-percent State reserve. The resulting acreage shall be entered in column 7 as the (g) (1) allotment for each county and the total of column 7 must equal the 4-percent State reserve.

For each county receiving an apportionment from the 4-percent State reserve a percentage factor shall be determined by dividing the sum of the entries in columns 5 and 7 by the entry in column 4 and shall be entered in column 8. Such percentage factor (carried one place beyond the decimal point) shall be applied to the acreage allotments shown in column 13, Form 510, for group 1-B farms and the result entered in column 22, Form 510, as the final acreage allotment for the farm. The indicated acreage allotment for all group 1-A farms in such counties will be 5.0 times the percentage factor, and the indicated allotment shall be entered in column 19 (c) of Form 510. Final allotments for farms in these counties will be determined in accordance with subsection B (8) of section 3 hereof, and allotments will be accounted for as provided in subsection D of that section.



For those counties shown in column 1 for which columns 6, 7, and 8 are not executed because column 4 did not exceed column 5, it will be necessary to compute and apply a final second factor and not use the county cotton ratio. The allotments in column 18, Form 510, plus item 11, Form SR-528, for these counties must not exceed item 7, Form SR-528. Final allotments for farms in these counties will be determined in accordance with subsections B (7) and B (8), section 3, and allotments will be accounted for as provided in subsection D of that section.

B. PURSUANT TO SECTION 344 (g) (2)

(The procedure outlined below will be used only in the event the acreage remaining in the 4-percent State reserve after making full allotments pursuant to Section 344 (g) (1) of the Act does not exceed the acreage required to make full allotments pursuant to Section 344 (g) (2) of the Act.)

(1) Determination of eligible counties

If the State reserve is not sufficient to make full allotments, pursuant to Section 344 (g) (1) and (2), it will be necessary to limit the total of such allotments to the available reserve. The available reserve shall be apportioned among eligible counties so that all counties will receive an adjusted second factor which is not less than a minimum percent of the county cotton ratio. The adjusted second factor for the county shall be determined in accordance with the following procedure.

It will be necessary first to tabulate pertinent data from Forms 510 for all counties not receiving allotments under Section 3 in order to determine the counties which are eligible to receive a portion of the 4-percent State reserve pursuant to Section 344 (g) (2). For all counties which would have fallen under paragraph (c) or (d), subsection B (5) of section 3, for which the entry in column 17 would be the county cotton ratio, it will be necessary to apply the county cotton ratio in column 17, encircling the entries which are limited by column 13 and which are raised to 5.0 acres. A revised "preliminary second factor" should then be computed in a manner similar to that outlined in subsection B (4), section 3 hereof.

The additional acreage required to make full allotments pursuant to Section 344 (g) (1) and (2) will be determined by executing table I and the following table II for all counties which have not received allotments under section 3.

TABLE II

Column number and heading	Source of information
1. County <u>1</u> /	Enter counties not receiving allotments under section 3 hereof
2. Total adjusted county allotment	Item 4, Form SR-528
3. Indicated allotments for group 1-B farms	Item 5, Form SR-528
4. Recommended reserve for 5- to 15-acre farms	Item 11, Form SR-528
5. Indicated allotments for group 1-A farms	Item 19 plus item 20, Form SR-528
6. Additional acreage required	Columns 3 + 4 + 5 - column 2

1/ Include all counties for which (a) item 16, Form SR-528, has been entered in the heading of column 14 and is in excess of item 23, and (b) counties for which item 16 has been entered in the heading of column 17, Form 510, as provided above.

Total of column 6, Table II, will be the additional acreage required to make full allotments pursuant to Section 344 (g) (1) and (2).

Data for all counties not receiving allotments under section 3 hereof shall be tabulated by crop-reporting districts as outlined in table III.

TABLE III.

Item 1. \_\_\_\_\_

County	County cotton ratio (item 16, Form SR-528)	Preliminary second factor (item 23, Form SR-528) <u>1/</u>	Total tilled acreage <sup>2/</sup> adjusted on farms represented in col. 16(b) or col. 17, Form 510 <u>2/</u>	Acreage available for allotment to farms represented in col. 16(b) or col. 17, Form 510 <u>3/</u>	Additional acreage required for (g) (1) allotments (col. 6, table I)
1	2	3	4	5	6
Total	XXX	XXX	XXX	XXX	XXX

Ratio relative (col. 2 ÷ col. 3)	Trial factor (col. 2 ÷ 1.80)	Allotment on basis of trial factor (col. 4 x col. 8)	Additional allotment on basis of trial factor (col. 9 - col. 5)	Additional allotment (larger of column 6 or column 10)
7	8	9	10	11
XXX	XXX	XXX		

- 1/ If column 17, Form 510, has been executed enter the revised "preliminary second factor."
- 2/ Enter the result obtained by dividing the total of column 16 (b) (or column 17 minus the sum of the encircled entries, whichever is applicable), Form 510, by the entry in column 2.
- 3/ Item 7 minus item 11 minus item 19, Form SR-528 (or the encircled entries in column 17, Form 510, whichever is applicable.)



Enter in item 1 at the top of table III the amount of the 4-percent State reserve.

Columns 1 through 7 shall be executed as indicated in the column headings for all counties for which the county cotton ratio (item 16, Form SR-528) is entered in the heading of column 14 or column 17, Form 510, in accordance with the instructions in section 3 hereof.

Column 8 of table III shall be executed for each county for which the entry in column 7 is greater than 1.80 (including all counties for which the entry in column 3 is 0) by dividing the entry in column 2 by 1.80. Columns 9, 10, and 11 shall be executed as indicated for each county for which there is an entry in column 8.

Column 11 shall be totaled and if the total of column 11 is less than item 1, table III, additional columns shall be used to determine a new trial factor. A new trial factor should be determined by reducing the divisor from 1.80 by intervals of .10 (1.70, 1.60, 1.50, etc.) until a trial factor is obtained which results in additional allotments in excess of item 1. After such trial factor is obtained, a factor which results in additional allotments approximately equal to (but not in excess of) item 1 shall be obtained by interpolation. For example, if it is found that 1.30 is the first divisor which results in additional allotments in excess of item 1, such divisor shall be increased by intervals of .01 (1.31, 1.32, 1.33, etc.) until a final trial factor is obtained which results in additional allotments approximately equal to (but not in excess of) item 1.

Counties for which the entry in column 7, table III, is less than the divisor used in determining the final trial factor shall not share in the 4-percent State reserve. For these counties it will be necessary to compute and apply a final second factor and not use the county cotton ratio. The allotments in column 17 or 18, whichever is applicable, Form 510, plus item 11, Form SR-528, for these counties, must not exceed item 7, Form SR-528. Final allotments for farms in these counties will be determined in accordance with subsections B (7) and B (8), section 3, and allotments will be accounted for as provided in subsection D, section 3 hereof.

## (2) Distribution among eligible counties

The final trial factor for each county for which the divisor used in determining the final factor is equal to or greater than such final factor shall be entered in column 2 of the following table IV. The distribution of the 4-percent State reserve among eligible counties shall be shown in table IV as follows:

TABLE IV

County <u>1/</u>	Adjusted prelim- inary second factor	Additional allotments (last column table III)	(g) (1) allotment (column 6, table I)	(g) (2) allotment (column 3 - column 4)
1	2	3	4	5
Total	xxx			

1/ Include only those counties for which the percentage in column 7, table III, is equal to or greater than the divisor used in determining the final trial factor.

The adjusted preliminary second factor entered in column 2, table IV, shall be used in determining a final second factor (for the counties listed in table IV in accordance with the following instructions; provided that, if column 17, Form 510, has been executed, the entries in columns 15 (b) and 16 (b) shall be disregarded and the unencircled entries in column 17 shall be used in lieu of the entries in column 15 (b)).

(i) Multiply the divisor used in determining the final trial factor by 5.0 acres to obtain the acreage breaking point for entries in column 16 (b), Form 510, for which the allotment will be 5.0 acres or less when the second factor is applied.

(ii) Multiply each entry in column 16 (b), Form 510, which is between the figure obtained under (i) and 5.0 acres, by the reciprocal of the divisor used in determining the final trial factor and enter in column 16 (a) the amount by which the result is less than 5.0 acres.

For example, if such divisor is 1.50, the acreage breaking point determined under (i) above would be 7.5 acres. The reciprocal of this percentage is 0.6667 ( $1 \div 1.50 = 0.6667$ .) If the entry in column 16 (b) for a farm is 6.2, enter 0.9 in column 16 (a).  $\frac{1}{5} - (6.2 \times 0.6667) = 0.9$

(iii) Such reciprocal shall be applied to the entry in column 14, Form 510, if there is any entry in column 15 (b) in the same line and the amount, if any, by which the result is less than the entry in column 15 (b) shall be entered in column 15 (a).

For example, if the entry in column 14 for a farm is 25.0 and the entry in column 15 (b) is 18.0 and the reciprocal is 0.6667, enter 1.3 in column 15 (a).  
 $\frac{1}{18.0} - (0.6667 \times 25.0) = 1.3$

(iv) From the sum of (1) item 7, Form SR-528, (2) the total of column 15 (a), and (3) the entry in column 3, table IV, subtract the sum of (1) item 11, (2) the total of column 15 (b), and (3) the total of column 16 (a).  $\frac{1}{1}$

(v) Divide the amount obtained under (iv) by the tilled acreage adjusted used in computing the preliminary second factor (or the revised "preliminary second factor"). The decimal fraction resulting will be the final second factor and should be carried at least four places beyond the decimal point and entered in the heading of column 17 (or column 18 if column 17 has been executed), Form 510.

The final second factor determined as indicated above shall be applied in accordance with the instructions contained in subsection B (6), section 3 hereof, except that column 18 will be used in lieu of column 17 if column 17 has already been executed. The allotments in column 17 or 18, whichever is applicable, plus item 11 for such counties must not exceed item 7 plus the entry in column 3, table IV. Final allotments for such counties will be determined in accordance with subsections B (7) and B (8), section 3, and allotments will be accounted for as provided in subsection D, section 3 hereof.

### C. PURSUANT TO SECTION 344 (g) (3)

(The procedure outlined below will be used only in the event the 4-percent State reserve exceeds the acreage required to make full allotments pursuant to Section 344 (g) (1) and (2) of the Act.)

After allotments have been made in accordance with subsections A and B above, or after the acreage necessary to make such allotments has been estimated from the acreage allotted under Section 344 (g) (1) and (2) of the Act, in 1940, the remainder of such reserve, if any shall be used pursuant to Section 344 (g) (3) to make additional allotments (1) to farms receiving indicated allotments which are determined in accordance with the instructions contained in paragraph (7) (b), subsection B, section 3 hereof to be inadequate and not representative in view of past production on the farms; (2) to counties for which the 1941 cotton acreage allotments were reduced from the 1940 allotments because of an increase in the national cotton yield for the five-year period required by the Act for determining State acreage allotments; and (3) to counties in which the 1941 cotton acreage allotments for farms have been substantially reduced because of new farms coming into cotton production in 1938, 1939, and 1940.

$\frac{1}{1}$  If item 5, Form SR-528, exceeds item 4, the acreage under (iv) shall be obtained by subtracting the sum of (1) item 5, (2) the total of column 15 (b), and (3) the total of column 16 (a) from the sum of (1) item 4, (2) the entry in column 3, table IV, and (3) the total of column 15 (a).



If an estimate is made as to the acreage required under Section 344 (g) (1) and (2) of the Act in 1941, such estimate shall be closely and carefully made and based on not less than the acreage used for such purpose in 1940, taking into consideration any trend in the amount of such acreage used in previous years.

The part of the 4-percent State reserve remaining after allotments have been made in accordance with subsections A and B above shall be apportioned among counties, insofar as such remaining reserve will permit, as follows:

(1) Reserves for correction of errors and adjustments in allotments for farms with indicated allotments of 15 acres or more

Fifty percent of the acreage remaining in the 4-percent State reserve after allotments have been made pursuant to section 344 (g) (1) and (2) of the Act, less

(i) That portion of such acreage which the State committee determines is necessary for use in correcting errors and for providing allotments for farms not included in the original tabulations.

(ii) In states where any county allotments for 1941 are smaller than for 1940 (after allotments have been apportioned in accordance with the provisions of subsection C (2) of this section) and the State committee determines that an additional adjustment for abnormal weather conditions and trends should be made, that portion of such acreage which the State committee determines is necessary for such adjustments; and

(iii) In states where the amount of the 4-percent State reserve available for adjustments under subsection C (3) of this section 4 is insufficient to make full adjustments to minimize reductions in farm allotments because of previous group C-2 farms, that portion of such acreage determined by the State committee to be used for such adjustments shall be allotted (a) to farms receiving an indicated allotment of 15 acres or more in counties in which the final factor for 1940 is less than 40 percent  $1\frac{1}{2}$ ; (b) to farms receiving an indicated allotment of 15 acres or more in any county in which the

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1/ The final factor for this purpose only may be estimated from 1940 data if necessary. This estimate may be made by dividing the 1941 county allotment by the 1940 county allotment and multiplying the resulting percentage by the final factor used in 1940. Attention should be given those counties in which a relatively large acreage was allotted to new growers in 1940, since such farms will receive allotments for 1941 farms from the regular county allotment, thus causing a possible decrease in the county factor. For this purpose the 1940 county factor should be revised for counties where large new-grower allotments were made by including the tilled acreage adjusted on 1940 group C-2 farms.

State committee determines that allotments as otherwise are inadequate and not representative in view of past production, and (c) to any farm for which the allotment as otherwise determined is inadequate and not representative in view of past production in counties for which the maximum reserve for 5- to 15-acre farms is less than 100 acres. In states where an acreage is allotted under (ii) or (iii) of this paragraph such acreage may be included in the county allotment and apportioned to farms on the basis of the county factor in accordance with the regular procedure, but any acreage allotted under item (iii) shall not be used to increase the county cotton factor above 40 percent. Any apportionment under item (ii) or (iii) of this paragraph must be approved by the Director of the Southern Division.

The acreage allotted under (a) above for any State shall not be less than 50 percent of the total acreage to be allotted under (a), (b), and (c) and may include the total of such acreage.

If in any State the acreage available for allotment under (a), (b), and (c) above is not more than 5,000 acres and the State committee determines that the procedure for distributing the acreage under (a) above will not result in equitable allotments, the State committee may determine the procedure to be used in apportioning all of such acreage to counties, provided that the formula used by the State committee in making such apportionment must be approved by the Director of the Southern Division prior to such apportionment.

If in any State the acreage available for allotment under (a), (b), and (c) above is more than 5,000 acres and the State committee determines that the procedure for distributing the acreage under (a) above will not result in equitable allotments, the State committee may determine the procedure to be used in apportioning not in excess of one-half of the total acreage under (a), (b), and (c) above to counties, provided that the formula used by the State committee in making apportionment is fair and equitable to all counties in the State and is approved by the Director of the Southern Division prior to such apportionment. If the acreage available for allotments in accordance with (3) below is insufficient to make the maximum allotments provided for under such instructions, the State committee should include in its procedure provisions whereby counties in which a large number of new farms have come into cotton production in 1938, 1939, and 1940 would be given preference in the apportionment of such part of the reserve.

The acreage under (a) above shall be allotted to counties receiving final factors for 1941 of less than 40 percent, 1/ and the amount to be apportioned each county shall be determined in accordance with table V.

TABLE V

1. 50 percent of (g) (3) acreage \_\_\_\_\_. 2. Reserve for correction of errors\_\_\_\_\_.

Column number and heading	Source of information																						
1. County	Enter the name of each county for which the final factor is less than 40 percent <u>1/</u>																						
2. Estimated final factor	<u>1/</u>																						
3. Weight factor	Enter the applicable percentage as follows: <table> <tr> <td>Column 2:</td><td>Column 3: (percent)</td></tr> <tr> <td>Less than 0.31</td><td>100</td></tr> <tr> <td>0.31 - 0.3199</td><td>90</td></tr> <tr> <td>.32 - .3299</td><td>80</td></tr> <tr> <td>.33 - .3399</td><td>70</td></tr> <tr> <td>.34 - .3499</td><td>60</td></tr> <tr> <td>.35 - .3599</td><td>50</td></tr> <tr> <td>.36 - .3699</td><td>40</td></tr> <tr> <td>.37 - .3799</td><td>30</td></tr> <tr> <td>.38 - .3899</td><td>20</td></tr> <tr> <td>.39 - .3999</td><td>10</td></tr> </table>	Column 2:	Column 3: (percent)	Less than 0.31	100	0.31 - 0.3199	90	.32 - .3299	80	.33 - .3399	70	.34 - .3499	60	.35 - .3599	50	.36 - .3699	40	.37 - .3799	30	.38 - .3899	20	.39 - .3999	10
Column 2:	Column 3: (percent)																						
Less than 0.31	100																						
0.31 - 0.3199	90																						
.32 - .3299	80																						
.33 - .3399	70																						
.34 - .3499	60																						
.35 - .3599	50																						
.36 - .3699	40																						
.37 - .3799	30																						
.38 - .3899	20																						
.39 - .3999	10																						
4. 1941 county cotton allotment	Item 1, Form SR-528																						
5. Extension	Column 3 times column 4																						
6. Additional allotment	Column 5 times ratio (available reserve for this apportionment divided by the total of column 5)																						

- 1/ The final factor for this purpose only may be estimated from 1940 data if necessary. This estimate may be made by dividing the 1941 county allotment by the 1940 county allotment and multiplying the resulting percentage by the final factor used in 1940. Attention should be given those counties in which a relatively large acreage was allotted to new growers in 1940, since such farms will receive allotments for 1941 from the regular county allotment, thus causing a possible decrease in the county factor. For this purpose the 1940 county factor should be revised for counties where large new-grower allotments were made by including the tilled acreage adjusted on 1940 group C-2 farms.



As indicated in the heading of column 3, a weight factor will be determined for each county. For example, if the final factor for a county is 0.3564 the entry for column 3 would be 50 percent. The factor to be used in obtaining column 6 will be obtained by dividing that portion of the acreage which is to be allotted in accordance with table V to counties having factors of less than 40 percent by the total of column 5.

The county reserve determined under these instructions shall be entered in item 12, Form SR-528, and shall be furnished to the county office before adjustments in farm allotments have been made in accordance with paragraph (7) (b), subsection B, section 3.

(2) Adjustments to minimize reduction in county allotments because of increased national yield.

The necessary part of the remaining 4-percent State reserve, if any, after allotments have been made under A, B, and C (1) above shall be used to adjust 1941 cotton acreage allotments for counties for which such allotments have been reduced from 1940 because of the increase in the 5-year national average yield of cotton used in determining State cotton acreage allotments.

The adjustments in county allotments shall be determined as follows:

TABLE VI

Column number and heading	Source of information
1. County	Indicate only the counties which received no increase in 1940 allotment under Section 344 (e) (1) of the Act (60 percent minimum provision)
2. Indicated 1941 county allotment	Determined in accordance with Section 344 (c) (1) of the Act (Furnished by Southern Division)
3. 105 percent of column 2 $\frac{1}{2}$	
4. 1940 official county allotment	Item 1, Form SR-428
5. Indicated acreage	Smaller of column 3 or 4
6. Indicated acreage adjustment in county allotment from 4-percent State reserve	Column 5 minus column 2
7. Acreage adjustments in county allotment from 4-percent State reserve	Column 6 adjusted pro rata, if necessary

$\frac{1}{2}$  1.05 is the approximate ratio of 1935-1939 average yield to the 1934-1938 average yield of cotton for the United States used in determining State acreage allotments.

If the State total of column 6 is equal to or less than the total 4-percent State reserve minus the sum of the acreages required from such reserve under subsections A, B, and C (1) above, the entries in column 6 will be the acreage to be added to the respective county allotments. If the remaining acreage is less than the total of column 6, the entries in column 6 shall be reduced pro rata to the remaining acreage in the State reserve available for this purpose and the resulting acreage entered in column 7.

The acreage in column 6 or 7, whichever is applicable, shall be entered in item 2, Form SR-528, prior to the determination of cotton acreage allotments for group 1-A farms.

(3) Adjustment to minimize reductions in farm allotments because of previous group C-2 farms

The necessary part, if any, of the 4-percent State reserve not apportioned to counties or reserved for the correction of errors in accordance with the provisions of subsections A, B, C (1) and (2) of this section is available for apportionment to farms in those counties in which acreage allotments to farms which were group C-2 in 1938, 1939, or 1940, would substantially reduce the county cotton factor which would otherwise be used.

All counties in which allotments were determined for group C-2 farms in 1938, 1939, and 1940 for which a 1940 county cotton ratio revised to include tilled acreage on 1940 group C-2 farms is less than .4000 shall be considered in apportioning the available State reserve. Data for such counties shall be tabulated on crop reporting sheets in accordance with the following instructions:

TABLE VII

Column number and heading	Source of information
1. Estimated 1941 tilled acreage adjusted	Column 5, Form ACP-108, for groups 1-A, 1-B, and C-2 farms
2. 1938 tilled acreage adjusted for 1938 group C-2 farms	Column 5, Form ACP-58, tabulation of farms in group C-2
3. 1939 tilled acreage adjusted for 1939 group C-2 farms	Column 6, Form ACP-84, tabulation of farms in group C-2
4. 1940 tilled acreage adjusted for 1940 group C-2 farms	Column 5, Form ACP-108, tabulation of farms in group C-2
5. Correction of 1940 tilled acreage adjusted	Column 1 minus (column 2 plus column 3 plus column 4)
6. 1941 county allotment less "5- to 15-acre" reserve recommended in 1940	Item 1 plus item 2, Form SR-528, minus item 8, Form SR-428

Contd.

Column number and heading	Source of information
7. Adjusted county cotton ratio	Column 6 divided by column 5
8. Adjusted factor	The smallest of (1) 95 percent of the entry in column 7, (2) .4000, or (3) the largest of the 1938, 1939, or 1940 county cotton factor
9. Estimated 1941 county cotton ratio	Column 6 divided by column 1 <u>1/</u>
10. Maximum additional acreage	(column 1 times column 8) minus column 6
11. Indicated acreage to be apportioned	The smaller of (1) column 10 or (2) the sum of the 1938, 1939, and 1940 allotments for group C-2 farms for which tilled acreage is included in columns 2, 3, and 4
12. Acreage apportioned	See instructions below

1/ No further consideration shall be given counties for which the entry in column 8 is equal to or less than the entry in column 9, and columns 10 through 12 shall not be executed for such counties.

In executing columns 2, 3, and 4 the tilled acreage adjusted for group C-2 farms in 1938, 1939, or 1940 on which cotton was not planted must not be included in the respective entries for columns 2, 3, and 4. Accordingly, all Forms SR-208 and SR-213 shall be examined for 1938 group C-2 farms and if cotton was not planted on the farm in 1938, a line shall be drawn through the data listed on Form ACP-58; similarly, a line shall be drawn through the data listed on Form ACP-84 for each 1939 group C-2 farm on which cotton was not planted in 1939; a similar procedure shall be followed in lining out data on Form ACP-108 for group C-2 farms on which cotton was not planted in 1940. Corrected totals of the tilled acreage adjusted shall be determined, excluding the entries which are lined out, and such corrected tilled acreage adjusted for 1938, 1939, and 1940 group C-2 farms shall be entered in columns 2, 3, and 4, respectively.

If the State total of column 11 does not exceed that part of the State 4-percent reserve not previously apportioned to counties or reserved for the correction of errors (or the difference obtained by subtracting from the total 4-percent State reserve the sum of the acreage allotted under subsections A, B, and C (1) and (2) of this section) the acreage in column 11 will be the reserve available for apportionment to farms in the respective counties. If the State total of column 11 exceeds



that part of the 4-percent State reserve not previously apportioned to counties or reserved for the correction of errors, the entries in column 11 shall be reduced pro rata to equal the total of the remaining part of the 4-percent State reserve and the adjusted acreage to be apportioned shall be entered in column 12. The acreage in column 11 or 12, whichever is applicable, for the respective county shall be entered as item 3 of Form SR-528, prior to the determination of allotments for group 1-A farms.

The State office shall prepare and transmit to the Southern Division a tabulation by counties of the acreage reserve, if any, determined for counties as shown in columns 10, 11 and 12, Table VII.

(4) Apportionment of acreage not otherwise used from the State reserve

Any remaining acreage of the State reserve not apportioned under the provisions of subsections A, B, C (1), (2), and (3) of this section 4 shall be apportioned to farms for which the acreage allotment otherwise determined prior to the application of the provisions of B (8) of section 3 is less than 50 percent of the sum of the acreage planted to cotton in 1937 and the acreage diverted from cotton production in 1937 under the 1937 program provided the resulting allotment for any such farm is not caused to exceed the smaller of (1) 50 percent of such 1937 planted and diverted acreage of cotton or (2) 40 percent of the tilled acreage on the farm. The acreage available for this purpose, if any, shall be the State 4-percent reserve minus the sum of the acreages allotted under subsections A, B, C (1), (2), and (3) of this section 4.

Section 5. Administrative areas. -

A. DETERMINATION OF COUNTIES IN WHICH ADMINISTRATIVE AREAS WILL BE DESIGNATED

(The procedure outlined in this section 5 will be used only in the event administrative areas were not established for 1940 pursuant to Section 344 (f) of the Act.)

The State and county committeemen shall determine the additional counties, if any, in which it is believed that, because of different conditions, including types, kinds, and productivity of the soil, it may be necessary to divide the county into administrative areas in order to prevent discrimination among such areas in the county. After determining such counties, one or more of the following methods may be used, together with any other available data which will serve as an indication of the need for administrative areas, in finally determining whether administrative areas will be established.

(1) Determination by ratio of 1937 base to cropland by designated communities under the Bankhead Act

The tabulation outlined below should be made by communities as indicated by the letter A, B, etc., shown in the reference to a Bankhead

Act application in Section III of the 1937 work sheet, Form SR-101. If it is believed that the communities used in connection with the Bankhead Act in 1935 do not divide the county into different areas with respect to soil types and type of farming, the county office should segregate the 1937 work sheets into areas which are similar with respect to soil types and type of farming. The county office should tabulate the data outlined below, except that column 4 need not be executed at this time.

Column number and heading	Source of information
1. 1937 work sheet serial number	1937 work sheet
2. 1937 cropland	Line 1, column M, Form SR-101
3. 1937 cotton base acreage	Line 2, column M, Form SR-101
4. Ratio of 1937 cotton base to 1937 cropland	(column 3 divided by column 2) to be entered later if necessary

When the above tabulation has been completed, the State office shall compute the weighted average ratio of the 1937 cotton base acreage to the 1937 cropland for each community or area as the case may be. A comparison of these ratios may indicate that administrative areas are needed, if there is a substantial variation in these ratios as between communities or areas of the county. If such ratios do not vary materially for different sections of the county, it is likely that administrative areas should not be set up.

The ratios may be plotted on a county outline map as a further aid in determining the necessity for administrative areas.

(2) Determination by comparison of 1937 base with cropland or tilled acreage by individual farms

Column 4 of the tabulation prepared as set forth under (1) above shall be executed for each farm or, if (1) above is not used individual farm ratios shall be computed on Form SR-101 by dividing the 1937 base thereon, line 2, column M, by the 1937 cropland thereon, line 1, column M, and entering the resulting ratio in line 1, column N.

A frequency distribution shall be made associating size of each base acreage with the above ratio for the respective farm. The frequency tabulation should be set up showing class intervals of base acreages down the left side of a tabulation sheet; and the class interval of percentages across the top of the tabulation sheet. A class interval of 10 acres and 5 percent, in these variables, will be satisfactory for most counties. The following example may be used as a guide in setting up this frequency table.

# FREQUENCY TABLE

Mid-point	Classes	Percent of Cropland			Total items	Per-cent
		0-4.9 Percent	5.0-9.9 Percent	10.0-14.9 Percent		
Cotton (	0-9.99					
base (	10.0-19.9					
acreage (	20.0-29.9					
(	170.0-179.9					
(	180.0-189.9					
(	190.0-199.9					
1. Total items						
2. Percent farm distribution						
3. Class interval midpoint						
4. Estimated acres						
5. Percent acreage distribution						

When the frequency table is set up, a count should be made of the data. This may be done by one clerk calling the base acreage and the respective ratio for each farm while another clerk finds the class in which such base acreage falls in the vertical axis of the frequency table and enters a small mark opposite such base acreage in the column in which the ratio falls in the horizontal axis. For farms for which the 1937 base acreage is 200 acres or more, the base should be tabulated at the bottom of the frequency table directly below the class in which the ratio falls to aid in summarizing such data. These counts should be made in blocks of five to aid in summarizing the frequency table

When all farms for which ratios have been computed have been entered in the frequency table, the table should be summarized according to each class on the vertical axis and on the horizontal axis. That is, the number of entries in each class of base acreages in the frequency table will be entered in a column headed "Total items" on the right of the sheet and the number of entries for each class of ratios will be entered below the frequency table in line 1 labeled "Total items." The number of items summarized across the bottom and down the right side should be the same. Such total should be entered in line 1 at the bottom of the column headed "Total items" on the right of the frequency table.



The number of items by classes across the bottom and down the right side should be divided by the total number of items shown at the bottom on the right side of the frequency table to determine the percentage distribution of the total number of farms. Enter the resulting percentages in line 2 below the table and in the column to the right of the "Total items" column.

In the left margin of the frequency table the midpoint of each class interval of base acreages should be entered opposite each class. For instance, the midpoint of the class from 50 to 59.9 is 55 acres. The midpoint of each class, except the class interval of base acreage from 200 up, should be multiplied by the number of items in such class for each column of percentages shown at the bottom of the frequency table. The base acreage in the class interval from 200 up can be summarized from the base acreages tabulated for each class of percentages. Such estimated base acreages for all farms in each class of percentages can be accumulated on a calculating machine and the total entered in line 4 below the table. When the base acreage is estimated for each class of percentages, a summary of all classes should be made and the total acreage entered on the right side of the frequency table in the same line in the column headed "Total items". The base acreage for each class of ratios, shown in line 4 below the table, should be divided by the total of all base acreages estimated for the frequency table as shown in line 4 in the column headed "Total items". The resulting percentage should be entered immediately below the base acreage for each class of percentages in line 5 below the table. The total of such percentages should aggregate 100 percent.

The above data should be charted on graph paper in the form of a bar chart, as an aid in determining whether or not administrative areas are necessary for the county. On the horizontal axis show the percentage that the 1937 base acreage is of the cropland. On the vertical axis show the percentage of farms. The percent of farms in each percentage range will be represented by a bar. The height of each bar will represent the percentage of farms in each percentage range. The position of the bar on the horizontal axis will represent the percentage which the 1937 base is of the cropland. Show at the top of each bar the percentage of the base acreage represented by such farms as shown in line 5 of the frequency table. The percentage of farms in each range will be taken from line 2 of the frequency table.

When these charts have been completed, it will be possible to observe the variation in the percentage that the 1937 base acreage is of the cropland, as well as the percentage of farms and the percentage of base acreage affected. This will indicate the variations of 1941 cotton acreage allotments as between farms when computed on a uniform county percentage basis as compared to the normal cotton acreage on such farms and will serve as an indication of whether administrative areas are necessary to prevent discrimination.

### (3) Determination by use of county maps

It may be desirable to plot data from a sample of such farms on a county map which is large enough to determine the approximate location of farms. In counties where maps are available showing divisions by sections, etc., and where the legal descriptions of the farms are correctly entered on the work sheets it should be feasible to locate the approximate position of farms on the map. The data to be plotted will consist of the farm ratios determined under (2) above. An inspection of such data plotted on a county map should be valuable in determining whether administrative areas are necessary and in determining boundary lines of areas.

#### B. DETERMINATION OF ADMINISTRATIVE AREA BOUNDARY LINES

If it is determined that administrative areas are necessary for a county, a soils map and a plat ownership map of the county should be obtained, if available. The boundary line of each administrative area should be outlined by the county committee on a map of the county with such aid from the community committeemen, or others, as is necessary.

#### C. DETERMINATION OF COTTON ACREAGE ALLOTMENTS FOR ADMINISTRATIVE AREAS

(This procedure is to be used for determining allotments for administrative areas in all counties, including those counties in which administrative areas were established in 1940.)

When the boundary lines of the administrative areas have been determined, the county committee should make a separate tabulation for each area showing (a) the 1940 serial number of every cotton farm, (b) the sum of the 1937 planted plus diverted acreage for each farm participating in the 1937 program and the 1937 acreage for each farm that did not participate in the 1937 program. These data will be obtained from line 1, column E, table 1, Form SR-301. These data should then be summarized for each area and for the county. The acreage for each area divided by the total of such acreage for the county will be the percentage to be used in apportioning the 1941 county acreage allotment to each administrative area in the county. If it is determined that the 1937 planted plus diverted acreage for 1937 participants and the planted acreage for nonparticipants is not an equitable basis for apportioning the 1941 county acreage allotment, further instructions will be furnished by the Southern Division.

Allotments to the farms within each administrative area shall be made by distributing the allotment for such administrative area as provided herein.

#### D. DETERMINATION OF NORMAL YIELDS FOR ADMINISTRATIVE AREAS

A 1941 normal cotton yield shall be established for each administrative area within any county upon the basis of the average yield

in each such area during the period 1936-40, inclusive, taking into consideration abnormal weather conditions. The weighted average of the normal yields established for all administrative areas within any county shall equal to the county limit determined for such purpose under the 1941 program.

(1) Tabulation of annual data

The data for each farm shall be tabulated from table 1, Form SR-301, by administrative areas as follows:

FARM DATA TABULATION

Column number and heading	Source of information
1. 1940 serial number	Form SR-301
2. 1940 operator	Form SR-301
3. 1936:	
(a) Production	Line 3, column B
(b) Acreage	Line 3, column C
4. 1937:	
(a) Production	Line 4, column B
(b) Acreage	Line 4, column C
5. 1938:	
(a) Production	Line 5, column B
(b) Acreage	Line 5, column C
6. 1939:	
(a) Production	Line 6, column B
(b) Acreage	Line 6, column C
7. 1940:	
(a) Production	Line 7, column B
(b) Acreage	Line 7, column C

A summary of the acreage and production items of this tabulation shall be obtained for each administrative area and the average yield for each year derived therefrom.



## (2) Adjustment of annual yields

Adjustment of annual yields for an administrative area shall be made if it is found that abnormal weather conditions resulted in abnormal yields in such areas. The procedure outlined below shall be used in adjusting the five-year average yield for abnormal weather conditions for each administrative area.

A yield adjustment tabulation shall be executed as follows:

### YIELD ADJUSTMENT TABULATION

	Area A					Area B				
	Yield	Percent of 5-year average	Adjusted yield	Planted acreage	Production (col. 3 x col. 4)	Yield	Percent of 5-year average	Adjusted yield	Planted acreage	Production (col. 3 x col. 4)
	1	2	3	4	5	1	2	3	4	5
1936										
1937										
1938										
1939										
1940										
Total		xxx	xxx				xxx	xxx		
5-year average		xxx		xxx	xxx		xxx		xxx	xxx

(a) Enter in column 1 the average yield for each year and the five-year simple average determined by dividing the total of the yields for each year in the five-year period by 5.

(b) Enter in column 2 for each year the percentage (carried at least one place beyond the decimal point) obtained by dividing the yield for such year by the five-year average in column 1.

(c) Enter in column 3, 120 percent of the five-year average yield in column 1 for each year for which the percentage in column 2 is greater than 120 percent. Enter in column 3, 80 percent of the five-year average yield for each year for which the percentage in column 2 is less than 80 percent. For all other years transfer the yield in column 1 to column 3.

(d) Enter in column 4 the planted acreage for each year from the farm data tabulation for the respective administrative area prepared in accordance with the instructions contained in (1) above.

(e) Enter in column 5 for each year the production obtained by multiplying the adjusted yield in column 3 by the planted acreage in column 4 on the respective line.

(f) The totals of columns 4 and 5 shall be entered in the spaces provided and the weighted average yield of such acreage and the production figure shall be entered in the space at the bottom of column 3.

If there are more than two administrative areas within the county, additional columns shall be provided for each area.

(3) Final determination of normal yield

The five-year weighted average yield in the last line, column 3, of the yield adjustment tabulation shall be used in determining the normal yield for each administrative area. The normal yield for each administrative area shall be determined as follows:

Item 1. \_\_\_\_\_.

Item 2. \_\_\_\_\_.

Item 3. \_\_\_\_\_.

Area	Total acreage allot- ment	Adjusted 5-year yield	Production (column 1 times column 2)	Production (column 3 times item 3)	Administra- tive area normal yield
	1	2	3	4	5
A B					
County total		xxx			

(a) Enter as item 1 the 1941 county yield limit furnished by the Southern Division.

(b) Enter in column 1 the total of the acreage allotments in each administrative area as shown in column 22, Form 510, and enter the county total in the space provided.

(c) Enter as item 2 the production obtained by multiplying the county total of column 1 by the yield in item 1.

(d) Enter in column 2 the five-year weighted average yield shown in the last line, column 3, of the yield adjustment tabulation.

(e) Enter in column 3 the production figure obtained by multiplying the entry in column 1 for each administrative area by the entry in column 2 and enter the county total of column 3 in the space provided.

(f) If the county total of column 3 is not equal to the production figure in item 2, it will be necessary to adjust the yields in column 2. The adjustment factor (carried at least four places beyond the decimal point) shall be obtained by dividing the production in item 2 by the county total production in column 3 and shall be entered as item 3. Enter in column 4 the production for each administrative area obtained by multiplying the

production in column 3 by the adjustment factor in item 3. The total of column 4 must equal item 2.

(g) Enter in column 5 the normal yield (rounded to the nearest whole pound) for each administrative area determined by dividing the respective production in column 4 by the acreage allotment in column 1 of the same line.

Immediately after the normal yields for the respective administrative areas within a county have been determined, the State office shall transmit to the Southern Division all tabulations set forth in this subsection for review and final approval of the normal yields. Normal yields for farms within each administrative area shall be determined as provided in section 8 hereof.

Section 6. Redetermination of erroneous 1941 cotton acreage allotments. -

A. COUNTY OFFICE INSTRUCTIONS

Any error in the 1941 cotton acreage allotments resulting from inaccurate transcribing or computing of data in either the State or county office shall be corrected. Cotton acreage allotments for 1941 are determined upon the basis of measurements under the 1940 program and no changes will be permitted because of different measurements under the 1941 program, unless it is proved that the 1940 measurements were in error. Subject to the right of appeal, a change in the cotton allotment, because of erroneous measurements in 1940, will be initiated by the State or county office only in cases where the change would be greater than (a) 5 acres or (b) 10 percent of the original allotment determined for the farm, whichever is smaller.

If the county office finds that an error has been made in the computation of the 1941 cotton acreage allotment for any farm, the operator shall be promptly notified in writing that the original allotment was in error and is therefore null and void; and the nature of the error; and that the cotton acreage allotment for his farm is being redetermined. The State office shall be notified promptly of each such error found, and the notice to the State office shall be signed by the secretary of the county association and by one member of the county committee. In notifying the State office of any error made in the computation of the 1941 cotton acreage allotment for any farm, the county office shall furnish the State office the serial number of the farm, together with a full and complete statement regarding any data listed on Form 510 which are in error. The county office shall also transmit to the State office for any such farm the performance report, work sheet, or any other form on file in the county office which indicates that data listed on Form 510 were in error.

After the county office has received the corrected allotment(s) from the State office, the county office shall promptly notify the operator(s) of such farm(s) of the corrected 1941 cotton acreage allotments for their farms. Form Cotton 509, "Notice of 1941 Farm Cotton Acreage Allotment, Normal Yield, and Marketing Quota," shall be executed, in accordance with instructions in section 9 hereof, showing the corrected cotton acreage allot-



ment and that it is a corrected allotment. The corrected notice shall be mailed to the operator, together with a letter signed by the chairman or acting chairman of the county committee regarding the correction of the error, again informing the operator that the original allotment which he received was in error and therefore is null and void; and further that the corrected notice being transmitted shows the 1941 cotton acreage allotment for that farm.

#### STATE OFFICE INSTRUCTIONS

When the State office is advised by the county office that the 1941 cotton acreage allotment determined for any farm is in error, the State office shall promptly review all the pertinent data. If the State office finds that such allotment was erroneously determined, it shall be redetermined.

In redetermining cotton acreage allotments for farms for which the original allotment was erroneously determined, such farm shall be classified in the proper group (1-A, 1-B, or C-2) on a blank Form 510 marked "Correction Supplement", in accordance with the provisions of these instructions. A notation referring to the "Correction Supplement" shall be made on the original Form 510 tabulation. A block of two lines shall be used for each farm for which the 1941 cotton acreage allotment was originally in error. The data as shown on the original Form 510 shall be transferred (using a red pencil or red ink) to the first line of the block for that farm on the "Correction Supplement." The correct data for the farm shall be entered (using a black pencil or black ink) on the second line of the block for that farm and shall be used in redetermining the 1941 cotton acreage allotment for the farm. When such allotment has been correctly determined, the State office shall notify the county office of the correct allotment.

The State office shall keep an accurate record of the net difference between the red and black figures on the "Correction Supplement" for all farms in the county for which the 1941 cotton acreage allotments are corrected. Such net difference shall be obtained for each page by summarizing the page totals of the data listed in black (using a black pencil or black ink) and the page totals listed in red (using a red pencil or red ink), then obtaining the difference between the page totals of the figures shown in black and shown in red. If the total shown in red for any column is in excess of the total shown in black for that column, the net difference for the column shall be shown in red. If the total of the black figures for any column is in excess of the total of the red figures for that column, the net difference shall be shown in black.

The State office shall keep an accurate record for each county of the net difference for each column of the "Correction Supplement." Summaries for each county of such net differences, including the number of farms, shall be transmitted to the Southern Division on Form SR-531. The acreage originally allotted to these farms shall be used in redetermining the 1941 allotment for such farms in the county. Any change in the acreage allotments resulting from the correction of errors will be added to or

deducted from the State reserve for this purpose, provided that the additional acreage used in correcting errors cannot exceed the acreage available in the State reserve for correction of errors.

Section 7. Apportionment of released cotton acreage allotments. -

A. COUNTY OFFICE INSTRUCTIONS

(1) General

Those parts of 1941 cotton acreage allotments released by groups 1-A and 1-B farms because they will not be used shall be reapportioned to other farms in accordance with these instructions. The county committee shall designate the farms within the county to which such allotments shall be reapportioned, basing its designation upon the character and adaptability of the soil and other physical facilities affecting the production of cotton and the need of the operator for an additional allotment to meet the requirements of the families engaged in the production of cotton on the farm.

(2) Release of unused allotments

Before reapportioning to individual farms within the county any unused cotton acreage allotments released by other farms, it will first be necessary to obtain a full summary of all cotton acreage allotments which have been released in whole or in part by each farm. Each operator of a 1-A or 1-B farm desiring to release any part or all of the cotton acreage allotment for his farm shall execute Form SR-527, "Release of Unused 1941 Cotton Acreage Allotment," and file such form with the county office not later than the date set by the State committee, which date shall not be later than April 15, 1941. The operator's signature must be witnessed and also must be verified in the county office and checked by the county committee.

As Forms SR-527 are received in the county office the name of the operator, serial number of the farm, and the 1941 cotton acreage allotment for the farm shall be verified by checking against the appropriate entries on Form 510. If any item on Form SR-527 is found to be in error, the form shall be returned to the operator for correction and reexecution.

If the acreage that will be planted to cotton in 1941 is not definitely known it will be necessary to use the acreage intended to be planted as a basis for determining the 1941 planted cotton acreage on the farm.

A county summary of Forms SR-527 for farms releasing 1941 cotton acreage allotments shall be prepared on a columnar listing sheet in accordance with the following instructions:

## TABULATION I

Column number and heading	Source of information
1. 1941 serial number	Form 510 or SR-527
2. 1941 operator	Column 3, Form 510, or SR-527
3. 1941 cotton allotment	Col. 22, Form 510, or item 1, SR-527
4. Intended planted acreage	Item 2, Form SR-527
5. Acreage available for release as reported by operator	Item 3, Form SR-527
6. Acreage released	The smaller of (1) the entry in column 5 or (2) the acreage obtained by subtracting the entry in column 4 from the entry in Col. 3.
7. Revised 1941 allotment	Column 3 minus column 6

The sum of the entries in column 6 will be the total released cotton acreage allotments in the county.

(3) Determination of county's share

The unused acreage available for reapportionment shall include (1) the smaller of (a) the acreage released in the county, or (b) 100 acres plus 50 percent of the result obtained by subtracting 100 from the total unused acreage released within the county, and (2) any part of the State reserve of released allotments apportioned to the county; provided that, in any county in which the released cotton acreage available for reapportionment is less than 100 acres, the county committee may release to the State committee all or any portion of such released acreage for use as provided in B (1) of this section 7.

The county computation sheet shall be prepared in triplicate for determining the amount of such acreage available for farms within the county in accordance with the following instructions:



COUNTY COMPUTATION SHEET

1. Total county unused acreage released (column 6, tabulation I)
2. Item 1 (if more than 100 acres) minus 100
3. 50 percent of item 2
4. Item 3 plus 100
5. County unused acreage available for reapportionment (smaller of items 1 or 4)
6. County reserve for correction of errors
7. Released acreage available for making additional allotments (item 5 minus item 6)
8. Released acreage allotment allocated to county from State reserve (to be filled in by the State office)
9. Total released acreage available for reapportionment (item 7 plus item 8, to be filled in by State office)
10. Released acreage reapportioned (total of column 24, Form 510)
11. Number of farms releasing unused acreage allotments (total number of entries in column 23, Form 510)
12. Number of farms receiving additional allotments (total number of entries in column 24, Form 510)

Acres

Farms

Irrespective of the amount of acreage released the county committee shall execute items 1 through 7 of the county computation sheet and within 2 days after the closing date for accepting Form SR-527 transmit the original and one copy to the State office for execution of items 8 and 9. Items 10 through 12 shall be executed in accordance with further instructions contained in this section 7.

The county reserve, if any, provided in item 6 shall be used in accordance with the instructions contained in sections 6, 8, and 10 hereof.

(4) Apportionment of unused acreage released. -

(a) Eligible farms. - Each farm will be eligible to receive an additional allotment from the county reserve of unused acreage except the following, which shall be identified by inserting a check mark (✓) immediately to the right of column 24, Form 510: (1) all farms included in tabulation I, (2) all farms with an entry in column 22 in excess of the entry in column 20, Form 510, and (3) group C-2 farms. All column references in the remainder of this section 7 refer to Form 510 unless otherwise stated.

(b) Apportionment to eligible farms. - The county committee in reapportioning the available acreage to farms shall first set aside sufficient acreage for correcting errors in farm acreage allotments, including any increase in allotments because farms have become reconstituted in 1941, as well as to provide for allotments determined in accordance with section 8 hereof. In reapportioning the remainder of the released acreage, if any, the county committee shall consider the character and adaptability of the soil and other physical facilities related to the production of cotton on the farm, together with the needs of the operator for an additional allotment, based upon the requirements of the families engaged in the production of cotton thereon. In most cases, the entry in column 3 is a good index of the farm's adaptability to the production of cotton. The relation of the cotton acreage allotment shown in column 22 to the entry in column 21 reflects the need of additional cotton acreage allotment for such farm in 1941 based on the inadequacy of such allotment in view of the past acreage devoted to cotton production.

The county committee shall consider farms progressively in accordance with the following conditions in reapportioning the county reserve of released acreage. In making allotments to individual farms the committee shall consider the amount of family labor available, the acreage of cash crops other than cotton grown by such families, and the adaptability of such labor for cotton production, as well as the equipment on the farm suitable for cultivating cotton.

1. Farms for which the entry in column 22 equals the entry in column 21 shall receive first consideration for additional allotments. For example, if the entries in columns 22 and 21 equal 20, such farms should be given first consideration based upon the production factors in the preceding paragraph.

2. Farms for which the entry in column 22 slightly exceeds the entry in column 21 shall receive consideration for additional allotments after the farms mentioned in paragraph 1 above have been considered. For example, if the entries in columns 22 and 21 are 41 and 40 respectively, such farms should be given next consideration for an allotment.

3. All other eligible farms shall be considered progressively, insofar as the county reserve of released acreage will permit, in accordance with the percentage increase of the entry in column 22 over the entry in

column 21. For example, if the entry in column 22 is 110 percent of the entry in column 21 for farm A, whereas for farm B such percentage is 115 percent, farm A should be considered before farm B.

(5) Execution of column 23, Form 510

Enter the released acreage shown in column 6, tabulation I, in the appropriate line of column 23. The total of column 23 must equal the total of column 6 of tabulation I.

(6) Execution of column 24, Form 510

Enter the additional acreage reapportioned to eligible farms in the appropriate line of column 24.

(7) Execution of column 7, Form 510

Line out the original entry in column 7 and enter therein the smaller of (1) the entry in column 23 plus the entry in column 24 or (2) the entry in column 20. If the sum of the entries in columns 23 and 24 in any line exceeds the entry in column 20, the entry in column 24 shall be adjusted downward to eliminate such excess. A county total of column 24 shall be obtained and entered as item 10 on the computation sheet. Item 10 must not exceed item 9.

For farms with an entry in column 23, line out the entry in column 7 and enter therein the result obtained by subtracting the entry in column 23 from the entry in column 22.

A new Form 509 shall be executed for each farm for which a revised allotment is shown in column 7 and shall be designated "Revised Allotment" and shall be mailed to the operator of each such farm after the revised allotments have been approved by the State office.

(8) Transmittals to State office

The county office copies of Forms 510, together with the tabulation I and the County Computation Sheet, shall be transmitted immediately to the State office for approval if found to be correct. All such transmittals must be received in the State office not later than May 1, 1941.

(B) STATE OFFICE INSTRUCTIONS

(1) Allocation of State reserve of released allotments to counties

Upon receipt of the County Computation Sheets from all counties, the State reserve consisting of the surplus released acreage not heretofore available for reapportionment within each respective county shall be determined by summarizing item 3 of the county computation sheet.

The State committee shall use such reserve, or any necessary part thereof, to supplement the State reserve originally determined to



allow for increased farm allotments resulting from correction of errors, late work sheets, and reconstituted farms for 1941, provided the original reserve for this purpose is determined to be insufficient. The remaining part, if any, of the State reserve of released acreage shall be prorated to counties for reapportionment to farms.

The proration of such State reserve to counties shall be made on the basis of the acreage allotted in the county under Section 344 (h) of the Agricultural Adjustment Act, as amended. A tabulation prepared as follows shall be used in prorating the State reserve to counties:

County number and heading	Source of information
1. County	Include only counties that have a final cotton factor less than 0.4000
2. Allotment under subsection (h)	Item 37, Form SR-528
3. Acreage prorated to the county	Proration factor $\frac{1}{\text{times entry in column 2}}$

$\frac{1}{\text{}}$  The remainder of the State reserve of released acreage divided by the total of the entries in column 2. The proration factor should be carried at least 4 places beyond the decimal point.

The acreage determined in column 3 shall be entered as item 8 on the respective County Computation Sheet. Item 9 should be determined by adding items 7 and 8. The original County Computation Sheets shall then be mailed to the respective counties at a date which should be not later than two days after all such sheets have been received in the State office.

## (2) Checking county office work

Upon receipt of the county office copies of Forms 510, together with tabulation I, and the original County Computation Sheet, the State office shall check in detail the items and entries thereon, following the county office instructions of this subsection. In the event an error is found, the incorrect entry should be lined out so as to remain legible, and the correct entry inserted with a red pencil or in red ink.

After the necessary items and entries have been carefully checked and the State office determines that the county committee has complied with the instructions, the entries in columns 23, 24, and 7 shall be transferred to the Form 510 on file in the State office. The total of column 23 minus the total of column 7, Form 510, must equal the total of items 1 plus 6 minus item 10 of the County Computation Sheet. The State office shall then return the county office copies of Form 510 and tabulation I to the county office and instruct the county committee to notify

operators of the revised 1941 allotments. If, however, it is determined that the county committee failed to follow instructions, the State office shall return the county office copies of Forms 510, tabulation I, and the original County Computation Sheet to the county committee with instructions to make the necessary corrections.

### C. MISCELLANEOUS INSTRUCTIONS

Special consideration shall be given to cotton acreage allotments for farms to be operated by producers transferring from farms in areas purchased or leased in connection with the National Defense Program and which will be retired from production and not operated in 1941. Farmers transferring from these retired areas, if they stay in farming, will have some choice of whatever farms are available for rent or purchase in adjacent and other farming areas not directly involved in the National Defense Program. Most of such farms in regular, established cotton farming areas will have established cotton data on which a cotton allotment has been determined and which, no doubt, will be given careful attention by the farmer before he rents or purchases the farm.

The allotments for group 1-A or 1-B farms to be operated by producers transferring from retired areas should be given special consideration from a special frozen acreage reserve available from released allotments obtained from farms which are retired from production.

The county office shall transmit to the State office a list of the work sheet serial numbers, the names of the 1940 operators, tenants, and sharecroppers, and the 1941 allotments for farms in retired areas which are not to be operated in 1941. Copies of the list should also be made available to other counties to which such producers are likely to transfer. The county office shall designate and line out the entries for such farms on its copies of Cotton 510. The State office shall check the 1941 allotments for such farms against its copy of Cotton 510 and when approved by the State committee such allotments shall be considered officially released from the farms for which they were originally determined and which will not be operated in 1941. The State office shall maintain a record of such released acreage separate and apart from acreage released by 1941 operators under subsection A (2) hereof. This special frozen acreage reserve shall be available only for farms to be operated by producers transferring from retired areas.

As transferring producers make farming arrangements for 1941, the county committee shall carefully consider the established allotment for the farm. If the allotment for the farm is inadequate as compared with similar farm allotments in view of the new operator and the changed factors of operations, it shall recommend to the State committee an upward adjustment in the allotment. The county office shall prepare and transmit to the State office not later than May 1, 1941, a list of farms for which upward revisions are recommended showing the serial numbers, the 1941 operator, the names of producers from retired areas on each farm, the previously established allotment, the upward adjustment recommended, and the revised 1941 allotment if the recommendation is approved. The State

committee shall carefully review the county committee's recommendations and may approve such recommendations to the extent there is released acreage available in the State reserve for this purpose.

For those farms for which an upward adjustment is approved in the allotment previously determined because the farm will be operated by producers transferring from national defense areas, the upward adjustment shall be entered and encircled in column 24, Cotton 510, and the revised allotment shall be entered in column 7. The allotment limitations as provided in subsection A (7) will apply to these farms. The county office shall then be notified of the revised cotton acreage allotments and instructed to notify the applicable producers of such farm allotments in accordance with section 9 hereof.

Section 8. Determination of 1941 cotton acreage allotments for farms omitted from the original tabulation. -

A. COUNTY OFFICE INSTRUCTIONS

A supplemental tabulation of groups 1-A and 1-B farms omitted from the original tabulation of Form 510 shall be prepared in the county office in accordance with instructions in section 2 hereof. As soon as the supplemental tabulations have been completed, they shall be transmitted to the State office.

B. STATE OFFICE INSTRUCTIONS

When the supplemental listing sheets, Forms 510, are received in the State office, such forms shall be checked in accordance with the instructions contained in section 3 hereof. Allotments for such farms shall then be determined in accordance with the following procedure. If the county acreage reserve plus the acreage, if any, which the State committee apportions to the county from the State reserve is sufficient to provide full allotments (1/) for farms included on supplemental Forms 510, allotments for such late farms shall be determined in accordance with section 3 A and B hereof; except that for group 1-A farms the final tilled acreage factor which was used in the county for regular farms shall be used in column 14, Form 510, and it will not be necessary to compute preliminary factors.

1/ In order to determine whether the acreage reserve available to the county is sufficient to make full allotments, it will be necessary to summarize data from supplemental Forms 510 and compare the estimated total requirements for making full allotments with the county reserve plus the acreage, if any, which the State committee apportions to the county from the State reserve. The estimated total requirements to make full allotments may be obtained by adding (1) the indicated allotment for farms in group 1-B as shown by the total of column 13, supplemental Forms 510, for group 1-B and (2) estimated allotment for group 1-A farms obtained by multiplying the total of column 12, supplemental Forms 510, by the final factor for all group 1-A farms in the county.



In the event that the county reserve plus the acreage, if any, which the State committee apportions to the county from the State reserve is not sufficient to make full allotments, the full allotments shall be reduced pro rata so as not to exceed the available reserve for such farms. In making such proration, the procedure outlined in section 3 C for group C-2 farms shall be followed.

The allotments to late work sheet farms shall then be entered in columns 22 and 7, Form 510, in accordance with the instructions contained in section 3 hereof, and the tabulations returned to the county office with instructions to notify operators of their 1941 cotton acreage allotments as provided in section 9 hereof.

Section 9. Notice of 1941 farm allotments, normal yields and marketing quotas. -

A. GENERAL

Each operator shall be notified on Form 509A of his 1941 farm cotton acreage allotment as soon as such allotment has been determined as provided in these instructions. As soon as farm normal yields have been determined and approved, each operator shall be notified on Form 509 of his 1941 farm cotton acreage allotment, normal yield, and the normal production of the farm cotton acreage allotment determined as provided in these instructions and the first ten columns of the last copy of each page of Form 510 shall be posted for not less than 30 calendar days in a conspicuous place in the county or administrative area if the county is so divided. The first and last days of the period during which the list is posted shall be entered in the top margin of the first sheet of the copy of Form 510 which is retained in the county office.

B. PREPARATION OF COTTON 509A

As soon as 1941 cotton acreage allotments for farms have been approved by the State office the county committee shall have Form 509A prepared in duplicate in accordance with instructions in subsection C (1), (2), and (3) below for preparing Form 509.

C. PREPARATION OF COTTON 509

As soon as cotton acreage allotments and normal yields per acre of lint cotton for farms in a county have been approved by the State office, the county committee shall have Form 509 prepared in duplicate as follows:

(1) Enter in the spaces provided the State and county code number and farm serial number, the name and address of the farm operator, and the tilled acreage on the farm in 1940.

(2) Enter in item 1 ☒ (or the space provided on Form 509A) the cotton acreage allotment determined for the farm from column 7, Form 510.

(3) Enter in item 2 the normal yield per acre of lint cotton determined for the farm from column 9, Form 510.

(4) Enter in item 3 the normal production of the farm acreage allotment from column 10, Form 510.

(5) Enter the office address of the county committee in the spaces provided.

(6) After the notice is approved by the county committee, one member of the committee shall sign the original and the copy and enter the date of his signature in the spaces provided.

D. DISTRIBUTION OF COTTON 509 AND  
COTTON 509A

The distribution of Form 509 and Form 509A shall be as follows:

(1) The original copy shall be mailed to the operator of the farm on the day on which it is signed. Form 509 is the notice referred to in section 203 of the Review Regulations (38-AAA-2) and any application for a review of the quota must, as set forth in section 300 of the Review Regulations, be made within 15 days after the mailing of the notice.

(2) The copy, bearing the signature of the county committee-man and the date thereof shall be filed in the county office.

(3) A copy of the executed Form 509 or 509A, duly certified as true and correct by a member of the county committee or the secretary or treasurer thereof, shall, upon request, be furnished without charge to any person who as operator, landlord, tenant, or sharecropper, is interested in the cotton produced in 1941 on the farm.

E. REVISION IN AMOUNT OF ACREAGE  
ALLOTMENT OR NORMAL YIELD

If either the cotton acreage allotment or the normal yield per acre of lint cotton for any farm is revised after the notice on Form 509 was mailed to the operator of the farm, a new notice on Form 509, showing the revised cotton acreage allotment, or normal yield, or both, as the case may be, and the changed amount of the farm marketing quota as expressed in terms of the normal production of the farm acreage allotment, shall be prepared as outlined in subsection C and distributed as outlined in subsection D, with the exception that the word "Revised" shall be typed in the heading of Form 509. The revised notice shall be accompanied by a brief letter stating that this notice supersedes the former notice and giving the reasons therefor. The copy of the revised notice and the letter of explanation shall be securely attached to the copy of the previous notice which is filed in the county office.

F. NEW FARMS FOR WHICH QUOTAS  
ARE NOT DETERMINED

In case a farm acreage allotment and marketing quota are not determined for any new farm on which cotton is planted in 1941 because an application therefor was not made within the prescribed time limit, the farm

operator shall be given a notice on Form 509 as otherwise provided in this section, with the exception that the word "None" shall be entered in the spaces thereon for showing the farm acreage allotment, normal yield, and normal production of the farm acreage allotment.

Section 10. Determination of farm acreage allotments for reconstituted farms. -

A. COUNTY OFFICE INSTRUCTIONS

A cotton acreage allotment and normal yield per acre will be re-determined for each farm reconstituted in 1941 as provided in this section 10. Forms SR-501 shall be executed for all reconstituted farms as provided in section 102, Part X, SRB-503. The county office shall prepare supplementary Forms 510, listing thereon all data for farms which are re-constituted for the 1941 crop year in accordance with instructions in section 2 hereof.

The name of the county and State shall be entered in the spaces provided at the top of the listing sheet. The word "Sub-division" or "Combination", as the case may be, shall be entered in the space of "Group".

(1) Combinations

For farms which are to be combined as one farm for the 1941 crop year after 1941 cotton acreage allotments and normal yields have been determined supplementary listing sheets, Forms 510, shall be used. In a block of five lines (or more if necessary) enter from the original Form 510 on which the 1941 allotments were computed, the data for the applicable columns provided in section 2 hereof. The county office shall also determine (as instructed by the State office) the 1941 serial number to be used for the combined farm as well as the name of the 1941 operator and enter such data in the applicable columns 2 and 3.

(2) Subdivisions

For farms which have been subdivided into two or more farms since the 1941 acreage allotments and normal yield were originally determined, the allotments for the subdivided farms shall be determined as follows:

A block of five lines (or more if necessary) shall be used for each farm which is subdivided. On the first line in the block enter the data from the respective columns on the original Form 510 for the farm for which the acreage allotment was originally determined. The applicable data for the subdivided farms shall be obtained from Forms SR-301 and entered in the applicable columns, as provided in section 2 hereof, immediately following the listing of the data for the original farm.

The county office shall enter in column 2 a serial number (as instructed by the State office) for each subdivision and in



column 3 the name(s) of the 1941 operator(s).

(3) Recommendation of normal yields

If a farm is reconstituted after the operator(s) has been notified of the approved 1941 normal yield(s) of cotton, the county committee shall enter in line 8, column H, Form SR-301, representing the reconstituted farm, its recommendation of the 1941 normal yield of cotton for the farm.

In the case of a combination of two or more farms, the farm normal yield shall be the weighted average of the 1941 final normal yields originally approved as shown in line 8, column I, Form SR-301, for the farms being combined.

In the case of a subdivision the county committee shall recommend yields in accordance with the factors set forth in subsection H, section 3 hereof, for determining farm normal yields of cotton, except that the weighted average of the approved yields for the subdivided farms shall not exceed the 1941 yield originally approved, as shown in line 8, column I, Form SR-301, for the farm being subdivided. The committee's recommendation of yields for reconstituted farms in line 8, column H, Form SR-301, shall be entered in the appropriate lines of column 8 (b) of the supplementary listing sheets for "subdivision" or "combination," as the case may be.

(4) Transmittals to State office

When all farms in the county which are to be subdivided or combined have been listed in accordance with the above instructions on Form 510, Forms SR-301, for the original and reconstituted farms, and the supplementary listing sheets shall be transmitted to the State office. The State office will determine acreage allotments and normal yields for the reconstituted farms for 1941.

B. STATE OFFICE INSTRUCTIONS

(1) Combinations

The State office shall verify the tabulation of the original data for the farms which are to be combined and determine the totals of the data tabulated in the applicable columns of Form 510. On the basis of the combined data the 1941 acreage allotments of each farm shall be determined in accordance with the instructions in section 3 hereof.

(2) Subdivisions

The State office shall verify the tabulation of the original data for the farm for which the 1941 acreage allotment was originally computed as well as the subdivisions of the data in the respective columns. The acreage allotments for the subdivided farms will then be determined in accordance with the instructions in section 3 hereof.

(3) Approval of normal yields

For farms which were reconstituted after normal yields were approved and the operators notified thereof, the State office shall verify the tabulation of original yield data in column 9 prepared in the county office and review the county committee's recommendations of farm normal yields for such late reconstituted farms. When the applicable acreage allotments for the reconstituted farms have been approved, normal yields for such farms shall be determined.

In the case of a combination, the normal yield shall be the average of the 1941 yields originally approved, weighted by the acreage allotments originally approved for the farms being combined.

In the case of subdivisions the county committee's recommendation of normal yields for the subdivided farms shall be adjusted pro rata, if necessary, so that the average of such yields, when weighted by the final approved acreage allotments for the subdivided farms, shall not exceed the 1941 yield approved for the farm before it was subdivided.

The final normal yield for such farms shall be entered in column 9, Form 510, and column 10 shall be determined in accordance with instructions in subsection G of section 3 hereof.

(4) Transmittal to county office

The original copy of the supplementary Forms 510 shall be detached and returned to the county office with instructions to notify each operator of the 1941 farm cotton acreage allotment (and normal yield when applicable) for his farm as constituted in 1941 as provided in section 9 hereof.

(5) State office records

The State office shall keep an accurate record currently for each county of the original allotments and the redetermined allotments for farms which are reconstituted in 1941. The acreage originally allotted to these farms shall be used in redetermining the 1941 allotments resulting from redetermination of allotments will be added to or deducted from the State reserve for lates and errors, except that the acreage deducted from the reserve shall not exceed the acreage available in such reserve.

Section 11. Execution of table 1, Form SR-301. -

A. TABULATION OF DATA

Cotton data shall be entered in table 1 as follows:

(1) Columns A, B, C, and D

(a) Enter in line 7, column B, the 1940 production from line 15 under the heading of "net weight" of Form Cotton 451.

(b) Enter in line 7, column C, the 1940 acreage of cotton from Section II, Form SR-412.

(c) Enter in line 7, column D, the 1940 yield per acre obtained by dividing the production in column B by the acreage in column D.

(d) Enter in line 7, column A, the letter "R" (for reliable records) if the 1940 marketing quota records of production are accepted by the county committee as representing the actual production on the farm in 1940. If such marketing quota records are not accepted by the county committee, the operator shall be requested to submit records of actual production for 1940. If the operator of any farm has reason to believe that the 1940 marketing quota records of production for his farm are in error, he may submit to the county committee records of actual production for his farm for 1940. Any records of actual production submitted by an operator must consist either of authentic gin tickets or sales receipts and must be approved in the regular manner before such records may be accepted as being reliable. If the records of 1940 production are not accepted by the county committee as being reliable records, enter the letter "X" in column A.

(2) Column E

(a) Enter in line 4 the 1940 planted plus diverted acreage, which will be the total of the entries in line 4, column F, and line 7, column C.

(b) Enter in line 8 the total of the entries in lines 3 through 7, column B. If the entry in line 3 was adjusted in determining 1939 or 1940 normal yields, the adjusted production shall be used in determining the total production entered in line 8, column E.

(3) Column F

(a) Enter in line 4 the 1940 diverted cotton acreage. The diverted acreage for 1940 shall be obtained by subtracting the 1940 planted acreage from the highest planted and diverted cotton acreage during the three years 1937-1939; provided that the diverted acreage for 1940 shall not be greater than 50 percent of the highest planted and diverted acreage during the three years 1937-1939. Such diversion shall not be computed for a farm on which cotton was not planted during any year of the 1937-1939 period, and any diversion computed for 1938 or 1939 for such farm shall be lined out.

(b) Enter in line 8 the total of the unencircled entries in lines 3 through 7, column C.



(4) Column G

Enter in line 8 the result obtained by dividing the total production in line 7, column E, by the total acreage in line 8, column F.

B. GROUPING OF FARMS FOR DETERMINING  
1941 NORMAL YIELDS

As an aid to committees in determining normal cotton yields under the 1941 program, cotton farms shall be classified into three groups.

Group 1 shall include all farms (a) for which the cropland in the farm has been identical throughout the entire five-year period 1936-1940; (b) on which cotton was planted in each year of the five-year period 1936-1940; (c) for which reliable records of the actual yield for each year of such period have been presented by the farmer or are available to the committee, provided that if two or more farms have been combined into one farm and each of such farms would otherwise have been a group 1 farm, the farm as reconstituted shall be considered as a group 1 farm. Reliable records are authentic gin tickets or sales receipts for production and A.A.A. records of measurements for acreage. If a farm constitutes a combination of two or more farms each of which have records of acreage and production as provided in (b) and (c) it shall be designated a group 1 farm.

Enter in the space provided the group symbol "1" for each farm for which the letter "R" has been entered in column A for each year during the period 1936-1940, inclusive.

Group 2 shall include all farms (a) for which the cropland in the farm has been identical through the entire five-year period, 1936-1940; (b) for which A.A.A. records of measurements for acreage are available for each year of this five-year period but for which reliable records of production have not been presented by the farmer and are not available to the committee. If a farm constitutes a combination of two or more farms, one or more of which have records of acreage and production as provided above, and the remainder of such farms, if any, have records as provided for group 1 farms, it shall be designated as a group 2 farm.

Enter in the space provided the group symbol "2" for each farm for which either the letter "O" or "R" has been entered in column A for each year during the period 1936-1940, inclusive.

Group 3 shall include all farms not included in groups 1 and 2 above. The principal types of farms which will be included in this group will be those for which A.A.A. measurements for acreages are not available for all the five years 1936-1940, inclusive, although such acreage measurements may be available for one or more of such years.



Farms for which the cropland has not been identical throughout the entire five-year period, (except as provided above for groups 1 and 2 farms), as well as farms on which cotton was not planted in one or more years of such period, will also be included in group 3.

Enter in the space provided the group symbol "3" for each farm for which the letter "X" or "N" has been entered in column A for any year during the period 1936-1940, inclusive, or for which a line has been drawn through columns A, B, C, and D, indicating that no cotton was planted on the farm during such year.

C. COLUMN I

The county office shall not make any entries in line 8, column I, before Form 510 has been transmitted to the State office for final determination and approval of 1941 normal yields as provided herein. Upon receipt of the approved yields on Forms 510 from the State office, the final approved yields in column 9, Form 510, shall be entered in line 8, column I, table 1, of the farm work sheets, at the time operators are notified of the 1941 normal yields for their farms in accordance with the instructions in section 9 hereof.

D. LINE 8 - 1941

Enter the 1941 cotton acreage of cotton in column C from the 1941 performance report as soon as available. The 1941 production shall be entered in column B from marketing quota records. Enter in column D the yield obtained by dividing the production in column B by the acreage in column C.